HINTON WALDRIST PARISH COUNCIL
Clerk: Mrs Allison Leigh, 26 Eaton, Abingdon, Oxfordshire, OX13 5PR
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You are summoned as Members of Hinton Waldrist Parish Council to the Annual Parish Council Meeting which will be held in the Village Hall at 7pm on the 6th May 2025

By Allison Leigh – Parish Clerk

AGENDA

25/1: Election of Chair

25/2: Election of Vice Chair

25/3: Signing of Declaration of Acceptance forms: For the Chair and Vice Chair to sign Declaration of Acceptance Forms

25/4: Apologies for absence: To receive apologies for absence

25/5: Declarations of Interest

25/6: Public questions and statements: Time is available for the public to express a view or ask a question on relevant matters on the following agenda. The public is welcome to stay and observe the rest of the meeting. Members of the public wishing to speak should notify the Clerk in advance. Time given is 10 minutes in total. At the discretion of the Chairman, this may take place at any stage of the meeting.

25/7: Minutes of the last meeting: To authorise the signing of the minutes of the 24th March 2025 as a true record

25/8: Reports from County and District Councillors: To receive their reports and to consider any actions required.

25/9: Standing Orders: To consider the draft Standing Orders

25/10: Financial Regulations: To consider the draft Financial Regulations

25/11: Policies: To consider the following policies with no change:

- Freedom of Information Model Publication Scheme
- Privacy Notice
- Civility and Respect Pledge
- Code of Conduct
- Complaints Procedure
- Equality Policy
- Sexual and General Harassment Policy and Protocol
- Document Retention Policy
- Internal Financial Controls Policy

- Social Media and Electronic Communication Policy
- Website Accessibility Statement
- Privacy Policy - website

25/12: Bank Signatories: To confirm bank signatories

25/13: Asset Register and insurance cover:

- To consider the Asset Register and inspection update
- To review insurance cover for adequacy

25/14: Risk Assessment: To consider the Risk Assessment

25/15: Budget against actual from 1/4/24 – 31/1/25: To consider the budget against actual for 2024/2025

24/16: Bank Reconciliation 2024/2025: To consider the year end bank reconciliation for 2024/2025

25/17: Variances: To consider the variances for the 2024/2025 audit

25/18: Internal Auditor's Report 2024/2025: To consider the Internal Auditor's Report for 2024/2025 and recommendations

25/19: Certificate of Exemption 2024/2025: To certify the council can confirm itself as exempt and sign the Certificate of Exemption for 2024 2025

25/20: Annual Internal Audit Report 2024/2025: To consider the Annual Internal Auditor Report 2024/2025

25/21: Annual Governance Statement 2024/2025: To consider the questions and respond accordingly

25/22: Annual Accounting Statements 2024/2025: To consider and agree the Accounting Statements for 2024 2025

25/23: Notice of Elector's Rights: To confirm the dates of posting for the Notice of Elector's Rights

25/24: Finance:

a. **Payments and receipts:**

Payments to be authorised

Date	Payee	Amount	Item
30/4/25	Allison Leigh	144.80	April salary
31/5/25	Allison Leigh	TBD based on agenda item	May salary
6/5/25	Allison Leigh	35.00	Clerk expenses- April and May

6/5/25	HW Village Hall	20.00	Room hire
6/5/25	Jane Olds	210.00	Internal Audit: 2024/2025
6/5/25	Justin Davenport	38.42	Annual Parish Meeting refreshments
31/3/25	Information Commissioner's Office	47.00	Membership fee
31/3/25	Juggler	180.00	Children's entertainer deposit for The Big Lunch 2025

Receipts since the last meeting:

Date	**Payee**	**Amount**	**Item**
3/4/25	Vale of White Horse District Council	2675.00	Precept – 1st half

b. **Bank Reconciliation:** To consider the bank reconciliation of 30/4/25
c. **Donation requests:** To consider a request for chairs for The Cedar Club

25/25: Training: To consider any training courses requested

25/26: Planning: To note the following planning application:

25/27: Defibrillator training: To consider defibrillator training and a donation to the ambulance service

25/28: Allotments: To consider a possible contribution to allotment maintenance

25/29: Publications and correspondence: To consider the correspondence

25/30: Matters for report: To raise matters for discussion without decision or items for next meeting.

25/31: Date of the next meeting: To confirm the date of the next Parish Council meeting.

25/32: Confidential Item: To exclude members of the public from agenda item 25/32 due to its confidential nature

25/33: Clerk remuneration and hours: To consider the clerk's remuneration and hours based on the recommendations from the internal auditor