Dear Councillor

You are hereby summoned to attend the **Ordinary Meeting** of the Parish Council on June 12th to be held at **Tysoe Village Hall, Main Street, Tysoe starting at 19.30 hours.**

All residents of the parish and press are welcome to attend.

C Swift

**Charmaine Swift**

Parish Clerk & Responsible Financial Officer **Date of Notice**: June 8th 2023

**AGENDA ITEMS**

**25. WELCOME and APOLOGIES**

**26. DECLARATION OF INTERESTS**

**27. CONFIRMATION OF MINUTES**

To confirm the minutes of May 15th Ordinary meeting as an accurate record:

**28. PUBLIC FORUM – 15 MINS ONLY**

For members of the Public to raise questions for the Parish Council to consider at a later meeting. Each member of the public may speak for up to 3 minutes.

**29. WARD MEMBERS UPDATE**

1. CC Chris Mills *ref* : Doc29a
2. DC John Feilding *ref : Doc 29b*

**30. CORRESPONDENCE**

Correspondence from members of the public to be received and considered for future meetings.

1. Grass verges
2. Request to use the Recreation ground for Annual cricket match.
3. Windmill Run – request for financial support.
4. THRG support.
5. Road Closures
6. Boot Camp request
7. CPRE

**31. FINANCIAL REPORT – Parish Clerk**

To record decisions on the following agenda items:

1. To receive and approve Finance Report for May 2023(see Finance Report)
2. To approve Payments for Parish Clerk to progress for June (see Doc 1 Finance Pack)
3. To receive and approve bank statements and Bank reconciliation (see Doc 3 & 4 Finance Pack)
4. Net Position Report (Doc 5)
5. Reserves Balance report (Doc 6)
6. Outstanding purchase order list (Doc 7)
7. Payments & Receipts for May (Doc 8 & 9)
8. Breech Furlong

**32. Audits Documentation**

**To record decisions on the following documentation.**

1. **Internal Audit points**

* Amend Suppliers Name on Scribe Ledger so that it matches that on the Bank Statement **(Completed 26.5.23)**
* Ensure that Clerks expenses have supporting invoices. **(All other expenses have supporting invoices)**
* Adopt Equality & Diversity Policy. (**June 2023 meeting**)
* Review Transparency Code. (In progress for July meeting.)
* Ensure regular Playground Inspections are performed and minuted. (To be organised)
* Write an Emergency/Disaster Plan for the Parish of Tysoe. (In progress.)
* Ensure all items under Private & Confidential are minuted if proposals are made and accepted**. (Noted for future reference.)**
* Ensure that records of the inspection of all the Parish Council’s assets is minuted. (To be organised.)

1. **AGAR Documentation (AGAR – Annual Governance & Accountability Return)**

* **Page 2 – Completion checklist**

1. **Public Rights notification (for information)**
2. **Internal Audit Report (Page 3)**

* **Page 4 Section 1**

1. **Annual Governance Statement**

* **Page 5 Section 2**

1. **Accounting Statement for 22/23 (to approved & signed)**
2. **Bank Reconciliation (31.03.2023)**
3. **Bank Statement (31.03.2023)**
4. **Explanation of variances (for information) – with Annual Retun**

**33. AREAS OF RESPONSIBILITY**

**i. Employment – HR** – (See Item 38a Private & Confidential)

**ii.** **Infrastructure & Environment**

1. **Planning –** *Cllrs Tongue, Wyatt & Venables Ref:* Doc 33iii

1. **Road Safety**
2. **Recreation Ground – Update Cllr Venables**
3. **Trees & Green Space – Cllr Bardey**

**vii. Welfare**

**viii. Affordable Homes Committee**

**ix. Making Space for Nature**

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**34. Policy Reviews for adoption**

1. **Powers & Duties**
2. **Standing Orders**
3. **Equality & Diversity**
4. **Vexatious Complaints**

**35. DATE OF NEXT MEETINGS** – all to be held in Tysoe Village Hall, Main Street, Tysoe at 7.30pm

a) July 10th Ordinary meeting

b) September 11th Ordinary meeting

c) October 9th ordinary Meeting

d) November13th Ordinary meeting

e) December11th Ordinary Meeting

**36. FUTURE AGENDA ITEMS & MATTERS ARISING**

Councillors are invited to suggest new or previously tabled matters as agenda items for future meetings.

37. **CLOSURE OF THE MEETING TO THE PUBLIC AND PRESS**

**38. PRIVATE AND CONFIDENTIAL**

**a) Request from Clerk**

**\*\*\*MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND\*\*\***

Prior to attending the meeting, please take a moment to read our meeting [Welcome Notice](https://www.tysoe.org.uk/wp-content/uploads/Welcome-to-Members-of-the-Public-2020.pdf). Questions are welcomed up to 24 hours in advance of the meeting. **Email:** parish.clerk@tysoe.org.uk.

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