

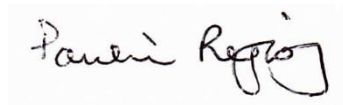
Upper Rissington Parish Council

Notice of Parish Council Meeting

I hereby give notice that a Parish Council Meeting will be held in Upper Rissington Village Hall, Wellington Road on **19 December 2018 at 7.30pm**.

Members of the Council are hereby summoned to attend for the business of considering and resolving upon the matters as set out below.

All **Residents of the Parish** and **Press** are welcome to attend.



Pauline Rigby

Clerk to Upper Rissington Parish Council

13 December 2018

AGENDA

1. To receive apologies for absence.
2. To receive declarations of interest and consider applications for dispensation.
3. To receive the County Councillor's Report.
4. To receive the Ward Councillor's Report.
5. **Public Session:** *To provide members of the public/press with the opportunity to comment on items on the Agenda or raise items for future consideration. In accordance with Standing Orders, this will not exceed 15 minutes in total and three minutes per person.*
6. **Minutes:**
 - a. To approve and sign minutes of the meeting on 26 November 2018; and
 - b. To approve and sign minutes of the meeting on 10 December 2018, if available.
7. **Clerk's Report:** To review actions from previous meetings not covered elsewhere on the agenda.
8. **Planning:**
 - a. To note new planning decisions made.
 - b. To consider urgent planning applications received since publication of the agenda, if any.
9. **Bulb Planting:** To retrospectively authorize purchase of bulb planting tools at a cost of £70.
10. **Finance:**
 - a. To approve payments according to the payments list,
 - b. To record income received,
 - c. To review and approve bank reconciliation,
 - d. To review expenditure against budget for the year to date, and
 - e. To consider budget requirement for 2019-2020.
11. **Councillor Vacancy:** To consider whether to fill the casual vacancy by co-option.
12. **Internal Audit Report:** To receive the internal auditor's report and review the recommendations.
13. **Data Protection:** To review data protection risk assessment and consider any actions arising.

14. **Office Software:** To consider renewal of Office 365 subscription.
15. **Winter Preparation:** To appoint a Snow Warden.
16. **Staffing Committee:** To review committee arrangements.
17. **Correspondence:** To receive a list of correspondence for information.
18. **Items for Future Meetings:** Note that no discussion can take place under this item.
19. **Date and Time of Next Meeting(s):** Wednesday 16 January 2019, 7:30pm
20. **To Resolve to move in to a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Order 19a:**
The public and press should leave the meeting during the consideration of: ...
21. **Annual Leave:** To consider Clerk's annual leave request.
22. **Overtime:** To review Clerk's timesheets and approve overtime.
23. **Confidential Staff Matter:** To receive a report from the Chairman, consider how to progress the matter and approve expenditure for HR advice, if required.

Payments list for December:

Payee	Date of invoice	Details	Total	Relevant minutes	Authority
West Oxfordshire District Council	17-Oct	Inv. 3326862X - Grounds maintenance June	£ 869.72	07/02/18 - 14	LG(MP)A 1976 s.19
Upper Rissington Village Hall	05-Nov	18-URPC01 - Heating system repairs	£ 2,124.86	26/11/18 - 12(b)	LGA 1972 s.133
BT *	20-Nov	Q003 OT & N004 K6 (Credit Note) - Phone a/c	£ 163.00	22/03/18 - 3	LGA 1972 s.111
Matthew Barley	27-Nov	Expenses - 2 x bulb planting tools	£ 70.00	TBC	OSA 1906 s.10
West Oxfordshire District Council	27-Nov	33272687 - Playground inspection 23/10	£ 18.90	15/06/15 - 8	LG(MP)A 1976 s.19
Upper Rissington Village Hall	01-Dec	Second year payment	£ 6,000.00	26/08/16 - 7	LGA 1972 s.133
PATA UK	10-Dec	Payroll services Q3	£ 25.00	28/04/17 - 7	LGA 1972 s.111
Pauline Rigby	12-Dec	Clerk's Salary December	██████	08/11/17 - 29	LGA 1972 s.112 (2)
HMRC	05-Jan	PAYE & NI payment Q3	£ 596.31	08/11/17 - 29	LGA 1972 s.112 (2)

* Paid by direct debit on 2nd December

Note: This meeting replaces the cancelled meeting on Wednesday 12 December 2018