

Email : clerk@aynho.org
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Postal Address : c/o Aynho Village Hall, Croughton Road, Aynho OX17 3BD

Issued : 27 February 2024
To : All Parish Councillors
From : The undersigned councillors

Dear Councillors,

You are hereby summoned to a meeting of Aynho Parish Council in the Village Hall, Mary Cartwright Room, Croughton Road, Aynho, OX17 3BD on **Monday 4 March 2024** at 7:30pm when the following business will be transacted.

AGENDA

303. To receive and approve apologies for absence.
304. To approve for signature the minutes of the meetings held on 6 November 2023 and 4 December 2023.
305. To receive any declarations of interest on items on the agenda.
306. To elect a vice chair of the council.
307. Public participation session (15 minutes max)
308. To note recent councillor resignations, to note public notice of the vacancies, and to confirm next steps in terms of advertising for candidates to fill the vacancies by co-option.
309. To create the unpaid post of Acting Clerk and to appoint a member of the council to that post to carry out all the duties assigned to the Clerk and Proper Officer.
310. To consider how to fill the post of Clerk and Proper Officer in the short, medium, and long term and to appoint a Recruitment Committee comprised of three councillors with delegated authority to recruit and appoint such officers as directed by the council.
311. Finance
 - 311.1. To review and approve a schedule of bills for payment.
 - 311.2. To delegate authority to the Acting Clerk and/or RFO to approve for payment any bills presented to the council that cannot wait to be approved at a meeting of the council. Such payments to be reported to the next meeting of the council.
 - 311.3. To review the budget for 2024/25.
 - 311.4. To review and confirm bank signatories and to review arrangements for the council's banking.

312. To review and update councillors' areas of responsibility
313. To consider and make arrangements for the Annual Parish Meeting for Aynho to be held on 13 May 2024.
314. To consider creating a new website with Parish Online and registering the domain name aynhoparishcouncil.gov.uk.
315. To approve the grass cutting contract for 2024.
316. Agree to new hire costs for Pavilion and Sports Field users. Agree to terms and conditions regarding outstanding payments
317. To confirm the date and time for the next meeting.

Signed:

Cllr Les Horley

Cllr Dawn Willis

Cllr Ray Willis

Information about this Agenda

The role of Clerk to Aynho Parish Council is currently vacant and, as such, the functions ordinarily completed by the Clerk are being fulfilled by Councillors until a new Clerk has been appointed. In the meantime, all correspondence can be direct to the Clerk's email and the telephone number noted in the introduction.

Apologies

Apologies for absence including a general reason (i.e. illness, holiday, work etc.) should be notified to clerk@aynho.org prior to the start of the meeting.

Declarations of Interest

Members should disclose any interests in the business to be discussed. They are also reminded that the disclosure of a Disclosable Pecuniary Interest (i.e., money) will require that the member withdraws from the meeting room during the transaction of that item of business. They should declare these either before the meeting or at the start of the relevant agenda item.

Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates

Members are reminded that any member who is two months in arrears with Council Tax must declare that fact and may speak but not vote on any decision which involves budget setting, extending, or agreeing contracts or incurring expenditure not provided for in the agreed budget and could affect calculations on the level of Council Tax.

Evacuation Procedure

If notified by the Clerk or any Councillor to evacuate the building, do this via the nearest available fire exit. Members and visitors should proceed to the assembly area directly in-front of the village hall and await further instructions.

Access to Meetings

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the Clerk, giving as much notice as possible before the meeting.

Mobile Phones

Please ensure that any device is switched to silent operation or switched off.