

# Upper Rissington Parish Council

## Notice of Parish Council Meeting

I hereby give notice that a virtual parish council meeting will be held at **7.00pm** via Zoom on the **Wednesday 27<sup>th</sup> May 2020**.

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 virtually – pls. email [clerk@upperrissington-pc.gov.uk](mailto:clerk@upperrissington-pc.gov.uk) for access.

*Declan Ferris*

Chairman

Upper Rissington Parish Council

20<sup>th</sup> May 2020

### AGENDA

1. To receive apologies for absence.
2. To receive declarations of interest.  
*Members to declare any Disclosable Pecuniary Interests, or Personal Interests (including Other Pecuniary Interests), they may have in the business to be transacted.*
3. To consider written applications for dispensation.  
*Requests for dispensations must be received in advance of the meeting.*
4. To receive a report from the County Councillor.
5. To receive a report from the District Councillor.
6. 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 (3) minutes per person.*
7. To approve and sign the minutes of the parish council meetings held on 18<sup>th</sup> & 24<sup>th</sup> April 2020.
8. To receive a report from Kath Finch our Covid-19 co-ordinator.
9. To receive a report from the Chairman
10. To discuss the finalisation of the PC's final accounts and AGAR and agree a way forward including appointing someone to finalise this.
11. To discuss the need for and to appoint a deputy Clerk.
12. To discuss and agree the need of a Locum clerk until a new Clerk is employed.
13. To agree to advertise for the position of Clerk to Upper Rissington Parish Council and to agree hours required.
14. To adopt a Tree management policy

15. Finance:

- a. To record income received;
- b. To report payments made and instruct payments to be made (schedule appended);

16. To confirm the date and time of next scheduled meeting.

**Payments for May 2020** [Authority to spend is General Power of Competence unless indicated.]

Payments	Date of invoice	Details	Amount	Relevant minutes
BT **	19 May	Telephone services	£151.37	186/19
ReformIT **	May 2020	IT services	£125.88	60b/19
West Oxfordshire DC	30 April	Grass Cutting	£602.48	
Declan Torris	28 March	Refund for gloves for Covid-19 Program	£199.80	295/19
Don Bowie	6 May	Refund for noticeboard refurbishment	£115.13	249/19
Kath Finch	7 May	Salary April	personal	292/19
HM Revenue & Customs	7 May	PAYE & NICS Q4	personal	292/19

\*\* Payments paid by Direct Debit.

**GENERAL ANNOUNCEMENTS**

Meetings of the Parish Council are open to the public, and members of the public have a statutory right to attend meetings of the council as observers, but they have no legal right to speak.

As part of its commitment to community engagement, each meeting will include time for public participation when members of the public can ask questions or make representations.

Members of the public are welcome to stay for the Council meeting after the public session as observers but will not be able to join in the discussion unless invited to do so by the Chairman.

If you would like a response to your enquiry, then please leave your contact details with the clerk.

Anyone can film, record, broadcast, take photographs and use social media to report on the meeting when it is open to the public, so long as they conform to the Council's protocol, a copy of which can be obtained from the Clerk. Please be aware that you may be recorded.