

**Cuddesdon and Denton Parish Council**  
**COUNCILLORS ARE SUMMONSED TO THE PARISH COUNCIL MEETING**  
**Tuesday 3<sup>rd</sup> June 2025 at 7.30pm, Village Hall, Cuddesdon**  
Members of the public are invited to attend

*Allison Leigh*

Locum Clerk of the Council

Email: [cuddesdon.dentonpc@gmail.com](mailto:cuddesdon.dentonpc@gmail.com)

28<sup>th</sup> May 2025

## **Agenda**

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**25/1. Locum Clerk:** To consider the appointment of a Locum Clerk

**25/2. Apologies**

**25/3. Declarations of Interest/Dispensations**

**25/4. Public Forum**

**25/5. Minutes from the meeting of the 6<sup>th</sup> May 2025:** To agree and sign the [minutes of the meeting from the 6<sup>th</sup> May 2025](#)

**25/6: Matters arising:** To consider any items arising from the minutes not otherwise on the agenda. These items are not for decision.

**25/7: District Councillor Report**

**25/8: County Councillor Report**

**25/9: Staff:**

- To have an update on the Clerk vacancy
- To consider the Responsible Financial Officer arrangements
- To consider the website updating arrangements

**25/10: Policies:** To consider the following policies and creating updates as needed:

- a. [Standing Orders](#)
- b. [Financial Regulations](#)
- c. [Risk Assessment](#)
- d. [Fireworks Risk Assessment](#)
- e. [Code of Conduct](#)
- f. [Co-option Procedure](#)
- g. [Freedom of Information Publication Scheme](#)
- h. [Media Policy](#)
- i. [Planning Application Guidelines](#)
- j. [Privacy Policy](#)
- k. [Website Access Checklist](#)
- l. [Website Access Statement](#)
- m. [Internal controls Policy](#)

**25/11: Committee:**

- **Orchard Committee:** To consider the committee arrangements

**25/12: Meetings for the 2025/2026 financial year:** To consider dates, times and place of meetings through 31/3/26

**25/13: Insurance cover:** To consider the insurance cover for the 2025/2026 financial year

**25/14: Finance:**

**a) Payments for authorisation**

<u>Payee</u>	<u>Item</u>	<u>Amount</u>	<u>Power to spend</u>
Lion Containers	Storage containers	3114.00	TBD based on discussion at agenda item 25/11
Henchman	Ladder	499.00	TBD based on discussion at agenda item 25/11
Ronald Stern	Frame	62.55	TBD based on discussion at agenda item 25/11
Staff costs	Staff costs for preparation of the internal audit	TBD based on agenda item 25/1	LGA 1972 s112
Staff costs	Staff costs	TBD based on agenda item 25/1	LGA 1972 s112
Staff	Home working allowance and mileage	38.60	LGA 1972 s111
Eugenia Skelly	Internal Audit for 2024/2025	175.00	The Accounts and Audit Regulations 2015 s5
Oxfordshire Association of Local Councils (OALC)	Membership	216.00	LGA 1972 s111

**b) Receipts**

<u>From</u>	<u>Item</u>	<u>Amount</u>
SODC	First half of the precept	£4400.00

c) **Bank Reconciliation:** To agree to the bank reconciliation from 31/5/25

d) **Regular payments:** To confirm the regular payment for 2025/2026:

<u>Payee</u>	<u>Item</u>	<u>Approximate Amount/Duration</u>	<u>Power to spend</u>
Shield	Dog bin emptying	14/monthly	Open Spaces Act 1906 s10

Society of Local Council Clerks	Membership	200/annually	LGA 1972 s111
OALC	Membership	216.00 annually	LGA 1972 s111

**25/15: Audit:** To consider the documents for the 2024/2025 audit:

- a) **Accounts for the 2024/2025 financial year:** To consider and sign the [accounts for the 2024/2025 financial year](#)
- b) **Bank reconciliation from 31/3/25:** To agree the [bank reconciliation for the 2024/2025 financial year](#)
- c) **Asset Register:** To consider the [Asset Register for the 2024/2025 financial year](#)
- d) **Statement of Variances:** To consider the [Statement of Variances from the 2024/2025 financial year](#)
- e) **Internal Auditor's Report:** To consider the [report from the internal auditor](#) and any recommendations
- f) **Certificate of Exemption:** To consider the Certificate of Exemption
- g) **Annual Internal Audit Report:** To note the [Annual Internal Audit report for 2024 2025](#)
- h) **Annual Governance Statement:** To consider answers to the statements on the Annual Governance Statement for 2024/2025
- i) **Annual Accounting Statements:** To consider the Annual Accounting Statements for 2024/2025
- j) **Notice of Public Rights:** To consider the dates

**25/16: Parish Councillors' Reports:** To consider the reports without decision

**25/17: Clerk's Report:** To consider the Clerk's Report

**25/18: Date of the next meeting:** To confirm the date of the next meeting

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