

**Bloxham Parish Council - Resources Committee**  
**Thursday 5 July 2018**

**Clerk & Responsible Financial Officer**

**Theresa Goss**

**3 Tanners Close**

**Middleton Cheney**

**Banbury, OX17 2GD**

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[www.bloxhamparishcouncil.co.uk](http://www.bloxhamparishcouncil.co.uk)

**Membership:** Councillors Joanna Barton, David Bunn, Steve Craggs, Stephen Phipps, Sue Slater, Nick Rayner and Jenny Yates.

26 June 2018

Dear Councillor,

There will be a meeting of the Parish Council's Resources Committee on **Thursday 5 July 2018 at 12.30pm at Bloxham Mill, Barford Road, Bloxham** to consider the business set out in the Agenda below, and you are requested to attend.

T.Goss  
Clerk to the Parish Council

**A G E N D A**

1. **Apologies for absence** - To receive any apologies for absence from the meeting.
2. **Appointment of Chairman 2018/2019** – To appoint a Chairman of the Committee for 2018/2019.
3. **Declarations of Interest** - Members are asked to declare any personal interest, and the nature of that interest, which they may have in any of the items under consideration at this meeting.
4. **Minutes** – To confirm the minutes of the meeting held on 21 February 2018 and any matters arising from those minutes.
5. **Budget Monitoring/Financial 2018/2019** – To receive a budget monitoring report and a financial monitoring report for April 2018 to July 2018. **(To follow)**
6. **Parish Council Grants 2019/2020** – To discuss the relevant qualification criteria for village organisations for 2019/2020 applications.
7. **Cherry Tree Centre** – To receive a report on the work at the Cherry Tree Centre and its future funding.
8. **Internal Audit 2017/2018** – To approve the following documents:
  - Internal Audit Report 2017/2018;
  - Effectiveness of the Internal Audit 2017/2018; and
  - Statement of Internal Audit Control 2017/2018.
9. **Parish Council's Strategic Plan** – To agree a date for a meeting to consider a Parish Council's Strategic Plan.

10. **Parish Council Documents** – To review and approve the following documents. The current documents are available to view on the Parish Council web site.  
[http://www.bloxhamparishcouncil.co.uk/?page\\_id=1585](http://www.bloxhamparishcouncil.co.uk/?page_id=1585)
- Asset Register 2018/2019
  - Risk Management Log and Risk Schedule 2018/2019
  - Financial Regulations 2018/2019
  - Standing Orders 2018/2019 **(New NALC Model Policy to be circulated separately)**
  - Complaints Policy
  - Vexatious Complaints Procedure
  - Data Protection Policy
  - Freedom of Information Policy
  - Dispute Resolution Process
  - Dignity at Work Policy
  - Grievance Procedure
  - Press and Media Policy
  - Data Breach Policy
  - Data Protection Policy
  - Records Retention Policy **(Amended policy to be circulated separately)**
  - Subject Access Request Procedure
11. **Marking the Death of a Senior National Figure** – To consider a protocol for the Parish Council to mark the death of a senior figure.
12. **Date of Next Meeting**