

# **Sydenham Parish Council**

## **Agenda for the Annual meeting of the Parish Council on Thursday May 1<sup>st</sup> 2025** **to be held at 7.30pm at Slade Farm, Sydenham Road**

Open meeting – all welcome

1. Election of Chair and Vice Chair
2. Signing of Declaration of Office forms
3. Review and adoption of Standing Orders and Financial Regulations
4. Review of Asset Register
5. Confirmation of arrangements for insurance cover
6. Review of council's subscriptions to other bodies, and donations/grants
7. Review of banking arrangements, use of BACS, standing orders, direct debits, fees and charges
8. Review of Risk Assessment
9. Review of staff contract
10. Review of the Publication Scheme
11. Review of Data Protection and Privacy Policy
12. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting.
13. **Members' declaration of interests** (for items on the agenda)
14. **Approval of previous minutes**
15. **7.50      Planning            none**
16. **7.50 – 8.00      Finance**  
 Payments to authorise:  
 £8.75            Virtual Landline  
 £491.50        Clerk's salary  
 £11.17        HMRC Employer NI contributions  
 £54.00        Pet Waste Solutions – dog bin emptying  
 £17.99        GoDaddy website builder renewal  
 £86.84        HS village planting – Fayre  
 £4.15        Asda – printer paper  
 £49.99        RBLI VE Day 80 bunting  
 £120.00       DM Payroll Service Ltd – payroll administration for 2025/26 tax year  
 £585.45       Clear Councils insurance renewal  
 £39.99        Antivirus software 2 year subscription  
 £200 est       Lawnmower repairs  
 £40 est        DW fuel expenses for mower  
  
 Audit documents to be reviewed for submission to internal auditor
17. **8.00 – 9.10      Matters carried forward**

8.00 – 8.05	Planning enforcement within Oxfordshire	MM
8.05 – 8.10	Playing Field	DW
8.10 – 8.15	Speeding	HM
8.15 – 8.20	Village repairs and maintenance	DW
8.20 – 8.25	Drainage and flooding	TG/MM
8.25 – 8.30	Assets of Community Value	MM
8.30 – 8.35	Electricity supply to the BT kiosk	HM
8.35 – 8.40	Neighbourhood Plan review	TG
8.40 – 8.45	Parish Council website and emails	JK/HM
8.45 – 8.50	Annual Parish Meeting arrangements	VR/TG/JK
8.50 – 8.55	Annual review of documents	HM/MM
8.55 – 9.00	Village event in July	VR/JK/DW
9.00 – 9.05	Fayre report	
9.05 – 9.10	Proposed Unitary Authority	MM
18. **9.10 – 9.15      Matters Arising**
19. **9.15 – 9.20      Correspondence**
20. **9.20 – 9.25      Any other business**