

16th July 2026

NOTICE OF MEETING

Issued by Mr D Nevin, Parish Clerk
D Nevin

MEETING OF BOTLEY PARISH COUNCIL

Date: **Tuesday 21st July 2026 at 7:15pm**

Venue: **The Diamond Jubilee Hall at the Botley Centre, High Street, Botley**

All Members of the Council are summoned to attend

A maximum 15-minute window is available during the meeting for members of the public to briefly express a view or ask questions on relevant matters that are not on the following agenda. This will be at the invitation of the Chair of the Council.

The public are welcome to stay and observe the remainder of the meeting.

Business to be transacted:

Public participation session

FC/26/31 Council Housekeeping: (5 mins)

- i. To receive and accept apologies for absence
- ii. To receive and accept Declarations of Disclosable Pecuniary Interests on the Agenda
- iii. To receive the decision spreadsheet

FC/26/32 Minutes of meetings: (5 mins)

- i. To approve the minutes of the Parish Council meeting held on Tuesday 16th June 2026
- ii. To receive the draft minutes of the HR Committee meeting held on Tuesday 30th June 2026 for questions only
- iii. To receive the draft minutes of the Planning Committee meeting held on Tuesday 7th July 2026 for questions only
- iv. To receive the draft minutes of the Oversight Committee meeting held on Tuesday 8th July 2026
- v. To receive the draft minutes of the Project Delivery Committee meeting held on Tuesday 14th July 2026 for questions

FC/26/33 Committee Recommendations: (10 mins)

- i. To receive and agree the Terms of Reference for the HR Committee
- ii. To receive and agree the Recommendations from the Oversight Panel
 - a. RECOMMENDATION 1: That Council agrees we should always aim to maintain a minimum of 3 & maximum of 6 months running costs in General Reserves
 - b. RECOMMENDATION 2: That Council agrees that the revenue budget should balance in year, each year
 - c. RECOMMENDATION 3: That the Oversight Panel will identify where we can gain revenue or cut expenses, to create a proposal for Council to meet the General Reserve target based on priorities above
 - d. RECOMMENDATION 4: That we reinvest Redwood Bank's savings in a 95 day account at 3.85% and Hampshire Trust's savings for a further 1 year at 4.22%
 - e. RECOMMENDATION 5: That we create a management plan register which can be used for budget & forecasting and to track risk

FC/26/34 Financial Matters: (45 mins)

- i. To receive and approve payments of June's accounts
- ii. To receive the cashbook balances as of 30th June 2026
- iii. To receive and agree the Income & Expenditure Report up to 30th June 2026

- iv. To approve delegated authority for the Parish Office staff to process July's payments of accounts during the August 2026 recess
- v. To receive a request from Alphabet's pre-school and agree any actions
- vi. Motion from Cllr Kitching: To review and tender the commercial lease arrangement of the Café, kitchen space and equipment at Boorley Green Community Centre
- vii. To agree the asset transfer of title HP882287, Hall and Sports Field, Wallace Avenue, SO32 2RQ
- viii. To agree the asset transfer of title HP886840 Land on the south side of St Andrews Road, Botley & HP886844, Allotment Gardens, Wallace Avenue, Botley
- ix. To receive and agree proposal to add an additional InPost locker next to the current ones at Boorley Green Sports Pavilion
- x. To receive and a report on Girl Guiding and agree any actions
- xi. To receive an update on the Estates vehicle order and agree next steps
- xii. To agree purchase of 3 Swift boxes

FC/26/35 To receive and agree Memorial Bench policy (10 mins)

FC/26/36 Reports: (10 mins)

- i. Police
- ii. Chairman's
- iii. Borough Councillor's & County Councillor's
- iv. Any other meetings or training attended by Council's representatives

'To receive resolution to exclude members of the public and press from Confidential Matters to be discussed 'that in the view of the confidential/special nature of the business about to be transacted, it is in the public interest that the public and press be temporarily excluded and they are instructed to withdraw'

FC/26/37 To receive the legal updates regarding Little Hatts and agree next steps (15 mins)