

## AGENDA

---

### Meeting

To all members of Speen Parish Council,

You are duly summoned to attend the Ordinary Full Council Meeting of Speen Parish Council to be held on Wednesday 27<sup>th</sup> March 2024 at Speen Pavilion Speen Recreation Ground starting at 7pm.

This meeting will be open to the press and public and will consider the items set out below.

Becki Hannington, Clerk (20<sup>th</sup> March 2024 dated)

---

### Open session

Parishioners are invited to attend and question the Parish Council on issues in this agenda, or raise issues for future consideration at the discretion of the Chairman. Fifteen minutes have been set aside for press and public questions at the start of the meeting. The council will endeavour to answer any question put to it but may have to respond to the questioner at a later date or consider placing the matter on the agenda for the next meeting. After this Open Session, members of the press and public may not take part in the Parish Council meeting itself unless invited to do so by the Chair in accordance with Standing Orders.

---

1. **Apologies for Absence**
2. **Declarations of interest:** To declare any financial, personal and/or prejudicial interests and their nature in relation to items on the agenda.
3. **Open Session:** To receive any questions from Members of Public in attendance.
4. **Minutes:** To approve the Minutes of the Full Council Meeting held on 24-01-24 (draft).
5. **Financial Report Clerk as RFO**
  - 5.1 To note the balance in Bank as at 29-02-24
  - 5.2 To retrospectively note payments for January and February 2024
  - 5.3 **Proposal:** To accept Finance Reports to 31-01-24
  - 5.4 **Proposal:** To accept Finance Reports to 29-02-24
6. **Finance and HR Committee**
  - 6.1 **Minutes** – to note the Minutes of the Finance Committee meeting held on 13-02-24 (draft).
  - 6.2 **Terms of Reference**  
**Proposal:** To approve the draft ToR's for the Finance and HR Committee as per the Finance and HR Committee's recommendation.
  - 6.3 **Risk Management Assessment**  
**Proposal:** To approve the latest Risk Management Assessment as per the Finance and HR Committee's recommendation.
  - 6.4 **Fixed Assets Register** – To note the Fixed Assets Register reviewed and approved by the Finance and HR Committee.
  - 6.5 **Risk Assessments** – To note the latest Risk Assessments as reviewed and approved by the Finance and HR Committee.
  - 6.6 **Interim Internal Audit** – To note the findings of the interim internal audit.
  - 6.7 **Internal Auditor 2024/25** – To note April Skies Accounting have been appointed as the internal auditor for 2024/25 as approved by the Finance and HR Committee.
  - 6.8 **Online Accounting Software**  
**Proposal:** To approve the purchase of online accounting software Scribe Professional to be used from the beginning of the next financial year at a cost of £49 per month with a one off set up fee of £349 as per the Finance and HR Committee's recommendation.

## AGENDA

---

### Meeting

- 6.9 **AFC Newbury Contract Renewal, Speen Recreation Ground**  
**Proposal:** To agree the renewed contract for AFC Newbury's continued use of Speen Recreation Ground and Speen Pavilion for the 2024/25 season.
- 6.10 **Streetlighting Contract Renewal**  
**Proposal:** To approve the renewed contract for streetlighting maintenance and repairs with the current provider for 2024/25 as per the Finance and HR Committee's recommendation.
- 6.11 **Community Defibrillator**  
**Proposal:** To review and approve the quotation to install the second community defibrillator at The Starting Gate Public House at a cost of £365 + VAT as per the Finance and HR Committee's recommendation.
7. **Planning and Highways Committee**
- 7.1 **Minutes** – to note the minutes of the Planning and Highways Committee meeting held on 07-02-24 (draft).
8. **Matters for consideration and information arising after the preparation of this Agenda, which the Chairman agrees to take as urgent: (all Councillors).**
9. **Date of Next Meeting:** Wednesday 22<sup>nd</sup> May 2024 (Annual Council Meeting).
10. **Exclusion of the Press and Public.**