

Annual Council Meeting and Ordinary Council Meeting Full Council – 25-05-22



AGENDA

To all members of Speen Parish Council,

You are duly summoned to attend the Annual Meeting of Speen Parish Council followed by the Ordinary Council Meeting on Wednesday 25th May 2022 at Speen Pavilion, Speen Recreation Ground starting at 7pm.

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

Jean Lindsell (*dated 20-05-22*)

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.

AGENDA – Annual Council Meeting

1. Election of Chair

Proposal: To elect the Chair and receive the Chair's signed Declaration of Acceptance of Office

2. Election of Vice-Chair

Proposal: To elect the Vice Chair and receive the Vice Chair's signed Declaration of Acceptance of Office

3. Apologies: To receive apologies

4. Minutes: To approve the minutes of the Full Council meeting held on 26-03-22 (draft)

5. Co-Option of New Councillors

5.1 **Proposal:** To co-opt new Councillor and for new Councillor to sign Acceptance of Office and Register of Councillors Interests

5.2 **Proposal:** To co-opt new Councillor and for new Councillor to sign Acceptance of Office and Register of Councillor Interests

6. Declarations of Interest: To declare any financial, personal and/or prejudicial interests and their nature in relation to items on the agenda

7. Chair Opening Remarks

8. Open Session – to receive any questions from Members of the Public in attendance

9. Finance Committee

9.1 **Proposal:** To appoint Councillors to Finance Committee for 2022/23

9.2 **Proposal:** To agree to a review of the Finance Committee Terms of Reference to be carried out by the Finance Committee and presented to Full Council for approval at the next meeting

10. Planning & Highways Committee

10.1 **Proposal:** To appoint Councillors to Planning & Highways Committee for 2022/23

10.2 **Proposal:** To delegate powers to Planning & Highways Committee for 2022/23 in accordance with Planning & Highways Committee Terms of Reference approved by Full Council on 04-07-20

11. Standing Orders & Policies

Proposal: To adopt the following documents for the 2022/23 term:

- Standing Orders

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- Financial Regulations
- 12. Review of Inventory of Land and Assets**
Proposal: To approve the current Fixed Asset Register
- 13. Members Register of Interests** – to confirm that Member ROI forms are current and to advise Clerk if updates are required
- 14. Year End Accounts 2021/22** (*Clerk as RFO*)
- 14.1 To retrospectively note payments for March 2022
- 14.2 **Proposal:** To review and agree Year End Accounts for 2021/22
- 15. Annual Governance and Accountability Return 2021/22** (*Clerk as RFO*)
- 15.1 **Proposal:** To approve Annual Internal Audit Report 2021/22 (detailed auditor report & page 3)
- 15.2 **Proposal:** To approve Section 1 – Annual Governance Statement 2021/22 (page 4)
- 15.3 **Proposal:** To approve Section 2 – Accounting Statements 2021/22 (page 5)
- 15.4 **Proposal:** To approve Annual Governance and Accountability Return 2021/22 be submitted to External Auditor and published in accordance with statutory deadline of 1st July 2022
- 16. Ordinary Meeting Dates 2021/22 and Annual Meeting 2022/23**
To agree Ordinary Council meeting dates for 2022/23
To set the date of the Annual Council Meeting for the next term 2023/24

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AGENDA – Ordinary Council Meeting

17. Financial Report Clerk as RFO

17.1 Balance in Bank as at 30-04-22

17.2 To retrospectively note payments for April 2022

17.3 **Proposal:** to accept Finance Reports to April 2022

18. Planning & Highways

18.1 Grove Road SID Deployment – update from Cllr Booth

18.2 Community Speed Watch – update from Cllr Dudman

18.3 Station Road Parking – update from Clerk

19. District Ward Report

20. Development

20.1 Parish Improvement Plan – update from Working Party

20.2 War Memorial Project – to agree to submit request to WBC for 6 month extension for Member's Bid awarded July 2021

21. West Berkshire Libraries

Proposal: The Finance Committee suggests Full Council considers making a contribution of up to £1293 to WBC Libraries funded from unallocated reserves and ring fenced for Speen parish mobile library service as a COVID recovery gesture but noting that further discussion will be required if SPC wish to continue to fund that service in the future

22. Stockcross School Fete

Proposal: To approve request from Stockcross School PTFA to use Chapel Road corner of Stockcross Recreation Ground for car parking for their fete to be held on 25th June 2022

23. **Correspondence: To receive & consider correspondence (all relevant correspondence is circulated electronically on receipt and where possible, dealt with by Clerk)**

24. **Matters for consideration and information arising after the preparation of this Agenda, which the Chairman agrees to take as urgent: (all Councillors)**

25. **Date of Next Meeting:** TBC

26. **Exclusion of the Press and Public**