

Ordinary Full Council Meeting 20th September 2023



AGENDA

To all members of Speen Parish Council

You are duly summoned to attend the Ordinary Full Council meeting of Speen Parish Council on Wednesday 20th September 2023 at Sutton Hall, Stockcross starting at 7pm.

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

Jean Lindsell, Clerk (14th September 2023 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. 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:** To receive apologies
2. **Co-Option of New Councillor**
 - 2.1 **Proposal:** To co-opt new Councillor and for new Councillor to sign Acceptance of Office and Register of Councillors' Interests
3. **Declarations of interest:** To declare any financial, personal and/or prejudicial interests and their nature in relation to items on the agenda
4. **Open Session** – to receive any questions from Members of the Public in attendance
5. **Minutes** – to approve the Minutes of the Full Council meeting held on 19-07-23 (draft)
6. **Financial Report**
 - 6.1 Bank Balance as at 31-08-23
 - 6.2 To retrospectively note payments for July and August 2023
 - 6.3 **Proposal:** To accept the Finance Reports to 31-07-23
 - 6.4 **Proposal:** To accept the Finance Reports to 31-08-23
7. **External Audit 2022/23 Conclusion** – update from Clerk
8. **Finance Committee**
 - 8.1 Minutes - to note the Minutes of the Finance Committee held on 06-09-23 (draft)
 - 8.2 **Finance Committee Terms of Reference**

To agree Finance Committee Terms of Reference be revised regarding responsibility for all HR matters. Revised ToR to be presented to Full Council for approval at next meeting
9. **Development**
 - 9.1 **Defibrillator Project**

Proposal: To approve the purchase and installation of a defibrillator at Speen Pavilion at a total cost of £2288 (50% funded from Members' Bid)
 - 9.2 **Parish Improvements Plan** – update from Working Party
10. **Financial Regulations**

Proposal: To approve amendment to Financial Regulations as recommended by Finance Committee
11. **Risk Management Assessment**

Proposal: To approve amendments to Risk Management Assessment as recommended by

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Finance Committee

12. Insurance Renewal

Proposal: To select quotation and approve 3 year long term arrangement

13. Environmental Maintenance Contract

Proposal: To approve contractor for 3 year Environmental Maintenance Contract as recommended by Finance Committee

14. Maintenance and Repairs

14.1 Speen Recreation Ground Benches

14.1.1 Proposal: To approve replacement of timber bench seat in toddler play area with recycled plastic bench seat at a cost of £1820 as recommended by Finance Committee

14.1.2 Proposal: To approve replacement of timber bench near swing pod with recycled picnic bench with wheelchair access at a cost of £1990 as recommended by Finance Committee

14.1.3 Proposal: To approve transfer of £3810 from Unallocated Reserves to Earmarked Reserves for new benches as recommended by Finance Committee

14.2 Further Maintenance and Repairs – update from Clerk

15. Marsh Benham Lime Trees

Proposal: To approve quotation for tree surgery as recommended by Finance Committee

16. B4000 Shared Path – update from Cllr Phillips

17. Matters for information only arising after the preparation of this Agenda which the Chair agrees to take as urgent

18. Date of Next Meeting: 1st November 2023

Exclusion of the Press and Public To Resolve: That in view of the confidential nature of the business to be transacted and in the public interest the Press and Public be excluded for Agenda Item 19 under Section 1 of the Public Bodies (Admission to Meetings) Act 1960

PART II

19. Staff Matters