

Ordinary Full Council Meeting 22nd November 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 22nd November 2023 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 (*17th November 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. **Chair Opening Remarks** – Receive opening comments from The Chair.
6. **Minutes** – to approve the Minutes of the Full Council meeting held on 20-09-23 (draft).
7. **Financial Report**
 - 7.1 Bank Balance as at 31-10-23.
 - 7.2 To retrospectively note payments for September and October 2023.
 - 7.3 **Proposal:** To accept the Finance Reports to 30-09-23.
 - 7.4 **Proposal:** To accept the Finance Reports to 31-10-23.
 - 7.5 **Proposal:** To accept Budget v Actual Report Q2.
8. **Finance Committee**
 - 8.1 **Minutes** - to note the Minutes of the Finance Committee held on 09-11-23 (draft).
 - 8.2 **Committee Members**
Proposal: To co-opt new members to the Finance Committee.
 - 8.3 **Finance Committee Terms of Reference**
Proposal: To approve revised Terms of Reference as recommended by Finance Committee.
9. **Policies and Procedures**
 - 9.1. **Disciplinary Policy and Procedure** –Proposal: To approve Disciplinary Policy and Procedure as recommended by Finance Committee.
 - 9.2. **Grievance Policy and Procedure** - Proposal: To approve Grievance Policy and Procedure as Recommended by Finance Committee.
 - 9.3. **Sickness Policy and Procedure** - Proposal: To approve Sickness Policy and Procedure as

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Recommended by Finance Committee.

10. WBC Libraries Contribution

Proposal: To approve contribution of £2,476.00 to WBC libraries ringfenced for mobile library and at home service and funded by £1,060.00 from S137 and £1,416.00 to be earmarked from unallocated reserves as recommended by Finance Committee.

11. Planning and Highways Committee

11.1 **Minutes** - to note the Minutes of the Finance Committee held on 11-10-23 (draft).

12. Improvements Working Party

12.1 Update from the Working Party.

12.2 **Members** – Proposal: To co-opt new members to the Improvements Working Party.

13. Development

13.1 **Defibrillator Project** - Update from Clerk.

13.2 **Speen Pavilion**

Proposal: To approve purchase of new tables and chairs for Speen Pavilion at a cost of no more than £1,000 + VAT.

14. **Date of Next Meeting: 24th January 2024. To be held at Speen Pavilion.**