

Annual Council Meeting 22nd May 2024



AGENDA

To all members of Speen Parish Council,

You are duly summoned to attend the Annual Meeting of Speen Parish Council on Wednesday 22nd May 2024 at Speen Pavilion, Speen Recreation Ground starting at 7pm.

Becki Hannington (dated 17th May 2024)

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. Election of Chair

Proposal: To elect the Chair for the 2024/25 term and receive the Chair's signed Declaration of Acceptance of Office

2. Apologies for Absence

3. Election of Vice-Chair

Proposal: To elect the Vice Chair for the 2024/25 term and receive the Vice Chair's signed Declaration of Acceptance of Office

4. Declarations of Interests – To declare any financial, personal and/or prejudicial interests and their nature in relation to items of this Agenda

5. Open Session – to receive questions or comments from Members of the Public in attendance

6. Minutes: To approve the minutes of the Full Council meeting held on 24/01/2024 (draft)

7. Finance & HR Committee

8.1 Minutes – to note the minutes of the Finance and HR Committee meeting held on 13/03/2024

8.2 **Proposal:** To consider and resolve upon membership of the Finance Committee for 2024/25

8.3 **Proposal:** To approve the draft ToR's for the Finance and HR Committee as per the Finance and HR Committee's recommendation.

8. Planning & Highways Committee

9.1 Minutes – to note Minutes of the Planning and Highways Committee meeting held on 07/02/2024 (draft)

9.2 **Proposal:** To consider and resolve membership of the Planning & Highways Committee for 2024/25

9.3 **Proposal:** To agree to a review of the Planning & Highways Committee Terms of Reference to be carried out by the Committee and presented to Full Council for approval at the next meeting.

9. Standing Orders & Financial Regulations

10.1 **Proposal:** To adopt the Council's Standing Orders for the 2024/25 term (no revisions)

10.2 **Proposal:** To adopt the Council's Financial Regulations for the 2024/25 term with revisions as per the updated NALC model (issued May 2024).

10. Review of members representation on or work with external bodies and any arrangements for reporting to Council

11. **Register of Councillors' Interests** – to confirm that Councillors' ROI forms are current and to advise Clerk if updates are required.

12. Risk Management Assessment

Proposal: To approve the latest Risk Management Assessment as per the Finance and HR Committee's recommendation.

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13. **Fixed Assets Register** - To note the Fixed Assets Register reviewed and approved by the Finance and HR Committee.
14. **Risk Assessments** - To note the latest Risk Assessments as reviewed and approved by the Finance and HR Committee.
15. **Year End Accounts 2022/2023** (*Clerk as RFO*)
 - 16.1 To retrospectively note payments for March 2024
 - 16.2 **Proposal:** To approve Year End Accounts for 2023/24
16. **Annual Governance and Accountability Return 2023/2024** (*Clerk as RFO*)
 - 17.1 **Proposal:** To approve Annual Internal Audit Report 2023/24 (detailed auditor report & page 3)
 - 17.2 **Proposal:** To approve Section 1 – Annual Governance Statement 2023/24 (page 4)
 - 17.3 **Proposal:** To approve Section 2 – Accounting Statements 2023/24 (page 5)
17. **Financial Report** (*Clerk as RFO*)
 - 18.1 Balance in Bank as at 30-04-24
 - 18.2 To retrospectively note payments for April 2024
 - 18.3 **Proposal:** to accept Finance Reports to April 2024
18. **S137 Grants**
 - 19.1 **Proposal:** To consider approval of grant application from ABC to Read for £500.
 - 19.2 **Proposal:** To consider approval of grant application from Speen Allotment Association for £1,500.
19. **Development**
 - 20.1 **Proposal:** To consider and resolve membership of Improvements Plan Working Party for 2024/25
20. **Online Accounting Software**

Proposal: To approve the purchase of online accounting software Scribe Professional to be used from the beginning of the financial year (retrospectively) at a cost of £49 per month per month and a one off set-up fee of £349. Annual cost of £937 to be funded for from unallocated reserves for this financial year and then subsequent annual costs of £588 to be included within the 2025/26 IT and Internet budget as per the Finance and HR Committee's recommendation.
21. **AFC Newbury Contract Renewal** - To note that AFC Newbury's contract for the use of Speen Recreation Ground has been renewed with no changes to the terms for 2024/25.
22. **Streetlighting Contract Renewal**

Proposal: To approve the renewed contract for streetlighting maintenance and repairs with the current provider, Volker Highways for 2024/25 as per the Finance and HR Committee's recommendation.
23. **Community Defibrillator**

Proposal: To review and approve the quotation to install the second community defibrillator at The Starting Gare Public House at a cost of £365 + VAT as per the Finance and HR Committee's recommendation.
24. **Speen Pavilion and Recreation Ground Cost of Hire** - To review the hire costs of Speen Pavilion and Recreation Ground and agree upon any changes to the current rates.
25. **Councillor Vacancies**
 - 26.1 **Update from Clerk on the advertising of current vacancies.**
 - 26.2 **Speen Fete Councillor Recruitment Stall Representation**

Proposal: To decide upon which Councillors will be representing SPC at the fete.

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26.3 Speen Fete Advertising Materials

Proposal: To decide upon which advertising materials (if any) should be purchased for use at the event.

26. Ordinary Full Council Meeting Dates 2024/25 and Annual Council Meeting Date 2025/26

27.1 Proposal: To agree Ordinary Full Council meeting dates for 2024/25

27.2 Proposal: To agree Annual Council Meeting for 2025/26 be set as Wednesday 14th May 2025

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

28. Date of Next Meeting: TBC

DRAFT