

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 12th March 2025 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 (6th March 2025 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** – To receive apologies.
2. **Co-option of New Councillors**
Proposal: To co-opt new councillors and for new councillors 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 Public in attendance
5. **Minutes – Proposal:** To approve the Minutes of the Full Council Meeting held on 15-01-25 (draft).
6. **Finance and HR Committee**
 - 6.1 **Minutes** – To note the minutes of the Finance and HR Committee meeting held on 26-02-25 (draft).
 - 6.2 **Terms of Reference**
Proposal: To approve the Finance and HR Committee Terms of Reference as per the Finance and HR Committees recommendation.
7. **Financial Report Clerk as RFO**
 - 7.1 To note the balance in Bank as at 28-02-25
 - 7.2 To retrospectively note payments for January & February 2025.
 - 7.3 **Proposal:** To accept Finance Reports to 31-01-2025
 - 7.4 **Proposal:** To accept Finance Reports to 28-02-2025
 - 7.5 **Proposal:** To accept the Budget v Actual Report (Q3)
8. **Internal Audit**
 - 8.1 **Interim Internal Audit Report** – To note the Interim Internal Audit Report and any actions recommended by the Finance and HR Committee.
 - 8.2 **Internal Auditor Appointment 2025/26** – To note that Parish and Town Auditing Services has been appointed as the Internal Auditor for 2025/26 by the Finance and HR Committee.
9. **Risk Management Assessment**
Proposal: To approve the latest Risk Management Assessment as per the Finance and HR Committee's recommendation.

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10. **Fixed Assets Register** - To note the Fixed Assets Register reviewed and approved by the Finance and HR Committee.
11. **Risk Assessments** - To note the latest Risk Assessments as reviewed and approved by the Finance and HR Committee.
12. **Clerk IT Equipment Purchase**
Proposal: To approve the purchase of monitor, laptop dock and keyboard for clerk' use at a cost of £99.397 + associated delivery costs to be funded from Earmarked Reserves for IT Hardware.
13. **Speen Recreation Ground Hire Request**
Proposal: To approve the request for the hire of Speen Recreation Ground and associated hire charges as per the Finance and HR Committee's recommendation.
14. **Streetlighting Contract Renewal 2025/26**
Proposal: To approve the renewed contract for streetlighting repairs and maintenance with the current provider, Volker Highways for 2025/26 as per the Finance and HR Committee's recommendation.
15. **Members Bid Youth Shelter Project**
Proposal: To review advice from TVP (if received) regarding the siting and management of the Youth Shelter at Speen Recreation Ground and agree location for siting and final quotation for supply and installation of the unit.
16. **Date of Next Meeting:** Wednesday 14th May 2025 (Annual Council Meeting).
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 Items 16 and 17 under Section 1 of the Public Bodies (Admission to Meetings) Act 1960.

PART II

17. **Grass and Hedge Cutting Three Year Contract**
Proposal: To approve the three-year grass and hedge cutting contract as per the Finance and HR Committee's recommendation.
18. **Staff Matters**
 - 18.1 **Clerk Annual Leave Carryover** - To note the carryover of clerk's unused annual leave to the financial year 2025/26 in line with confidential documents dated 11th February 2025 as approved by the Finance and HR Committee.
 - 18.2 **Clerk Contract of Employment** – To note the clerk's updated contract of employment as approved by the Finance and HR Committee as per the Internal Auditors Recommendation.