

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 21st August 2024 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 (16th August 2024 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**
2. **Co-Option of New Councillors**
 - 2.1. **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 22-05-24 (draft).
6. **Finance and HR Committee**
 - 6.1. Minutes – To note the minutes of the Finance and HR Committee meeting held on 07-08-24
7. **Planning and Highways Committee**
 - 7.1. Minutes – To note minutes of the Planning and Highways Committee meeting held on 12-06-24
 - 7.2. **Proposal:** To approve the draft ToR's for the Planning and Highways Committee as per the Planning and Highways Committee's recommendation.
8. **Financial Report Clerk as RFO**
 - 8.1 To note the balance in Bank as at 31-07-2024
 - 8.2 To retrospectively note payments for May, June and July 2024
 - 8.3 **Proposal:** To accept Finance Reports to 31-05-2024
 - 8.4 **Proposal:** To accept Finance Reports to 30-06-2024
 - 8.5 **Proposal:** To accept Finance Reports to 31-07-2024
 - 8.6 **Proposal:** To accept Budget v Actual Report (Q1)
9. **External Audit Conclusion** – Update from Clerk.
10. **Rural Village Services Group Membership** – To review and discuss the proposal to join the Rural Village Services Group.
11. **Speen Pavilion – Key Safe/Additional Keys for Members**
12. **West Berkshire Council – Banning of Pets as Prizes**
 - 11.1 **Proposal:** To support WBC's new policy of banning pets as pries on all council owned land.

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13. **Speen Pavilion Hire Costs**
- 12.1 **Proposal:** To approve the changes to the cost of hire and payment/cancellation terms of Speen Pavilion for all future bookings going forward as per the Finance and HR Committee's recommendation.
14. **Direct Debit Set Up – Scribe Accounting System**
- 14.1 **Proposal:** To approve the setup of a monthly Direct Debit of £58.80 (£49 + VAT) for the ongoing monthly fees of the Scribe Accounting System.
- 15 **Air Ambulance Clothes Recycling -** To review and discuss the proposal to house a clothes recycling system at Speen Pavilion on behalf of the Air Ambulance Service.
16. **Safety of Lithium-ion Batteries and e-bikes and scooters campaign**
- 16.1 **Proposal:** To support the Safety of Lithium-ion Batteries and e-bikes and scooters campaign from UK Parliament.
17. **Civility & Respect Pledge**
- 17.1 **Proposal:** – To take the Civility and Respect Pledge in association with SLCC, NALC, OVV County Associations.
18. **Councillors/Officers Photographs for SPC Website**
- 18.1 **Proposal:** To approve the adding of photographs to the council website for all Councillors/Officers.
19. **Policies and Procedures**
- 19.1 **Proposal:** To review and approve the new Social Media Policy
- 19.2 **Proposal:** To approve proposed updates to the Equal Opportunities Policy as per the Finance and HR Committee's recommendation.
- 19.3 **Proposal:** To approve proposed updates to the Grant Aid Awarding Policy as per the Finance and HR Committee's recommendation.
- 19.4 **Proposal:** To approve proposed updates to the Health and Safety Policy as per the Finance and HR Committee's recommendation.
- 19.5 **Proposal:** To approve proposed updates to the Internal Audit Policy as per the Finance and HR Committee's recommendation.
- 19.6 **Proposal:** To approve proposed updates to the Investment Strategy as per the Finance and HR Committee's recommendation.
- 19.7 **Proposal:** To approve proposed updates to the Reserves Policy as per the Finance and HR Committee's recommendation.
- 19.8 **Proposal:** To approve proposed updates to the Safeguarding Policy as per the Finance and HR Committee's recommendation.
20. **Meeting Dates/Organising** – To discuss options to communicate meeting dates (e.g. shared calendar).
21. **Matters for consideration and information arising after the preparation of this Agenda, which the Chairman agrees to take as urgent.**
22. **Date of Next Meeting:** 11th September 2024.