



**SPEEN PARISH COUNCIL**  
**MINUTES OF THE FULL COUNCIL MEETING**  
**HELD AT SPEEN PAVILION, SPEEN RECREATION GROUND ON WEDNESDAY 13<sup>TH</sup> NOVEMBER 2024 AT 7PM**

<b>Parish Councillors present</b>	Antony Amirtharaj (Acting Chair), Shalini Philip, Alan Booth, Alex Taylor, Will Russell, Alison Joules, Amy Miles & Jaymie Pocock.
<b>In Attendance</b>	0 members of the public.
<b>Clerk/RFO</b>	Becki Hannington

Resolution	Item
	<p>1. <b>Apologies for Absence:</b> Charlotte Winton (Chair), Stuart Gourley (Vice-Chair).</p> <p>2. <b>Declarations of Interests</b> – None declared.</p> <p>3. <b>Open Session</b> - No members of the public in attendance.</p> <p>4. <b>Minutes</b> <b>Proposal:</b> To approve the minutes of the Full Council Meeting held on 16-09-24 (draft). Proposer: Cllr Amirtharaj Secunder: Cllr Taylor All In Favour.</p> <p>5. <b>Planning &amp; Highways Committee Meeting Minutes</b> – To note the minutes of the Planning and Highways Committee meeting held on 09-10-2024 The minutes were duly noted by all members of the council.</p> <p>6. <b>Financial Report Clerk as RFO</b></p> <p>6.1 <b>Bank Balance</b> - Clerk reported the bank balance as of 31-10-24 as £103,220.29 The bank balance was duly noted by all members of the council.</p> <p>6.2 <b>Payments</b> – To retrospectively note payments for August, September and October 2024. All payments were duly noted by all members of the council.</p> <p>6.3 <b>Proposal:</b> To accept the finance reports to 31-08-24 Proposer: Cllr Miles Secunder: Cllr Booth All in favour</p> <p>6.4 <b>Proposal:</b> To accept the finance reports to 30-09-24 Proposer: Cllr Miles Secunder: Cllr Booth All in favour.</p> <p>6.5 <b>Proposal:</b> To accept the finance reports to 31-10-24 Proposer: Cllr Miles Secunder: Cllr Booth All in favour</p> <p>6.6 <b>Proposal:</b> To accept the Budget v Actual Report (Q2)</p>

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Proposer: Cllr Miles  
Seconder: Cllr Taylor  
All in favour

**7. Policies & Procedures**

7.1 **Proposal:** To approve the latest version of the Equal Opportunities Policy as per the Finance and HR Committee's recommendation.

Proposer: Cllr Booth  
Seconder: Cllr Miles  
All in favour.

7.2 **Proposal:** To approve the latest version of the Grant Aid Awarding Policy as per the Finance and HR Committee's recommendation.

Proposer: Cllr Booth  
Seconder: Cllr Miles  
All in favour

7.3 **Proposal:** To approve the latest version of the Health and Safety Policy as per the Finance and HR Committee's recommendation.

Proposer: Cllr Booth  
Seconder: Cllr Miles  
All in favour

7.4 **Proposal:** To approve the latest version of the Internal Audit Policy as per the Finance and HR Committee's recommendation.

Proposer: Cllr Booth  
Seconder: Cllr Miles  
All in favour

7.5 **Proposal:** To approve the latest version of the Investment Strategy as per the Finance and HR Committee's recommendation.

Proposer: Cllr Booth  
Seconder: Cllr Miles  
All in favour

7.6 **Proposal:** To approve the latest version of the Reserves Policy as per the Finance and HR Committee's recommendation.

Proposer: Cllr Booth  
Seconder: Cllr Miles  
All in favour

7.7 **Proposal:** To approve the latest version of the Safeguarding Policy as per the Finance and HR Committee's recommendation.

Proposer: Cllr Booth  
Seconder: Cllr Miles  
All in favour

7.8 **Proposal:** To approve the new Social Media Policy

Proposer: Cllr Booth  
Seconder: Cllr Miles  
All in favour



**8. Remote Attendance at Council Meetings & Voting By Proxy** - To discuss and decide upon SPC's stance on the Government's proposal to allow virtual attendance at council meetings and voting by proxy and any agreed limitations.

**8.1 Proposal:** To support the Government's proposal to use virtual attendance at council meetings.

Proposer: Cllr Amirtharaj  
Seconder: Cllr Miles  
All In favour.

**8.2 Proposal:** To support the Government's proposal to allow voting by proxy at council meetings.

Proposer: Cllr Amirtharaj  
Seconder: Cllr Miles  
All In favour.

**9. Moving to a .Gov Registered Domain**

**9.1 Proposal:** To begin the process of looking into moving to a .Gov registered domain for SPC.

Proposer: Cllr Amirtharaj  
Seconder: Cllr Miles  
All In favour.

**10. ABC To Read Grant Report** - To review the grant report received by ABC To Read on how the S137 grant money has been used.

The Grant report was duly noted by all members of the council.

**11. WBC Libraries Contribution** - To consider request for contribution to WBC Libraries of £2,679.00 (£1 per resident).

Clerk to contact WBC Libraries and request that they come and speak at next full council meeting to present on how funding will be spent to benefit residents of the parish particularly with the mobile library service being dissolved.

**11.1 Proposal:** To make a contribution to WBC libraries of £2,679.00 funded from £1,700 from S137 and £979 to be earmarked from unallocated reserves.

Deferred until WBC Libraries have presented SPC with further information on how the funds will be spent to the benefit of residents within the parish.

**12. West Berkshire Heritage Donation** - To consider request for donation to West Berkshire Heritage of £50.

**12.1 Proposal:** To make a contribution to West Berkshire Heritage for £50 to be earmarked from unallocated reserves.

Proposer: Cllr Miles  
Seconder: Cllr Amirtharaj  
All In favour.

**13. Matters for consideration and information arising after the preparation of this Agenda, which the Chairman agrees to take as urgent.**

**14. Date of Next Meeting** – Wednesday 8<sup>th</sup> January 2025.

Cllr Amirtharaj (Acting Chair) closed the meeting at 19:58



<b>Signed:</b>	<b>Name (print):</b>  <b>Position:</b>	<b>Date:</b>
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