



Wokingham Without Parish Council

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28th April 2021

To: All Parish Councillors

Dear Councillors,

You are invited to attend a digital meeting of the Parish Council which will be held at 7.30 pm **on Tuesday 04th May 2021** via Zoom.

This meeting is open to the public – please contact the Clerk in advance of the meeting if you would like to attend.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Katy Hughes'.

Katy Hughes
Clerk to the Council

AGENDA

- 1 Welcome and Introductions**
- 2 Election of Chairman of the Parish Council 2021-22**
 - a) Cllr Ken Newland, Chairman 2020-21, will request nominations
 - b) To **resolve** to defer receipt of a signed acceptance of office form, to be completed at the next face to face council meeting
- 3 Election of the Vice-Chairman of the Parish Council 2021-22**
 - a) Chairman will request nominations
 - b) To **resolve** to defer receipt of a signed acceptance of office form, to be completed at the next face to face council meeting
- 4 Acceptance of Apologies for Absence**
- 5 Declarations of Interest:**

Members are asked to declare any Personal Interest or Disclosable Pecuniary Interest which they may have in any of the items under consideration at this meeting. **See notes at the end of the Agenda.*
- 6 Minutes of council meetings**
 - a) To approve and adopt the minutes of the meeting held on 12th April 2021 (*attached*)
Please contact the Clerk ahead of the meeting if there are inaccuracies.
 - b) Matters arising from the minutes of the 12th April

7 Public questions

8 Borough Councillors' Briefing

9 Appointments

- In accordance with WWPCs Standing Orders 5(j) the following business will be Transacted:

Committees:

Staffing Committee (minimum 3 members)

To approve Terms of Reference for the Staffing Committee (*see appendix 9*)

Working Groups:

- I. Buildings and facilities
(Including St Sebastian's Memorial Hall, Pinewood Hall, Parish council office and tenanted buildings at Pinewood)
- II. Communications
(Including website and newsletter)
- III. Finance
(Including grants and all matters relating to health and safety)
- IV. Memorial Hall Land
- V. Pinewood Lease Renewal
- VI. Public spaces and amenities

Outside Appointments (number of available places in brackets):

- I. Wokingham Without / Crowthorne Parish Council Liaison Meeting (4)
- II. Borough Parish Liaison Forum (2)
- III. Wokingham Borough Sports Council (1)
- IV. Friends of Health Lake (*)
- V. Biodiversity Forum (1)
- VI. Crowthorne Reduce Our Waste - C.R.O.W (1)
- VII. Circle Hill and Walters Rec Trust (4)
- VIII. Wokingham Veteran Tree Association (1)
- IX. Pinewood Heritage Group (1)
- X. Pinewood Orchard (1)
- XI. Neighbourhood Plan Steering Group (*)

Pinewood Club Representatives (1 per club):

- I. Allotments
- II. Bracknell Railway Society
- III. EBOS
- IV. Gym Club
- V. JACAD
- VI. Miniature Railway Society
- VII. Pinewood Bar and Café
- VIII. Pinewood Boxing Club
- IX. Pinewood Football Club
- X. Pinewood Judo Club
- XI. Pinewood Motorcycle
- XII. Pinewood Raceway
- XIII. Pinewood Shooting Association
- XIV. 2nd Crowthorne Scouts
- XV. Tug of War

10 Review and adoption of policies for the 2021-22 civic year:

- In accordance with WWPCs Standing Orders 5(j) the following business will be Transacted: *See appendix 10 (summary of changes) and 10I to 10V.*

- I. Standing Orders

- II. Financial Regulations
- III. Arrangements for reporting back following external meetings
- IV. Freedom of Information Policy and model publication scheme
- V. Press and Media Policy

11 Review of documentation for the 2021-22 civic year

- In accordance with WWPCs Standing Orders 5(j) the following business will be Transacted: (See appendix 11)

- I. Inventory of land and assets
- II. Insurance cover
- III. Council and staff subscriptions
- IV. Employment policies and procedures
- V. S137 expenditure

12 Determine the time and place of ordinary meetings of the full Council up to and including the next annual meeting of the full council – see appendix 12

13 Clerk’s Report

To resolve to approve CIL expenditure for litter picking equipment – see appendix 13

14 Reports from Outside / Other Meetings

	Meeting	Date	Present	Report
14A	WWPC & CPC liaison forum	21 April 2021	Cllrs Newland, Plume and Rogers	Verbal report (minutes to be circulated)
14A(2)	To resolve to approve the council's support for the re-establishment of a joint Neighbourhood Action Group (NAG) with Crowthorne Parish Council and other key stakeholders (note: representatives to be appointed once other aspects of the group such as meeting frequency, location, format etc are agreed between the two parish clerks) – <i>verbal report from the Clerk</i>			
14B	Public Spaces and Amenities working group	22 April 2021	Cllrs Foxwell, Plume and Turtle	Meeting notes – see appendix 14B
14B(2)	To review the notes of a discussion regarding additional security measures for the Pinewood site and resolve to approve a recommendation from the Public Spaces and Amenities working group to purchase external signage for the site - see <i>appendix 14B(2)</i>			
14C	Memorial Hall Land working group	27 April 2021	Cllrs Fenny, Rogers and Turtle	Verbal report (notes to be circulated)

15 Approval of Annual Accounts

Annual Governance and Accountability Return (AGAR) and Unaudited Financial Statements for the year ended 31st March 2021

- a. To note the receipt of the Annual Internal Audit Report (Circulated to members and reviewed at council on 1st March 2021 – minute ref 20/183) – see *appendix 15A(i)* and the final audit report – see *appendix 15A(ii)*
- b. To resolve to approve AGAR Section 1 – Annual Governance Statement – see *appendix 15B Section 1*
- c. To resolve to suspend Standing Order 17(f) and move to approve the council's annual accounts for 2020-21 – see *appendix 15C and 15C(2)*
- d. To resolve to approve AGAR Section 2 – Annual Accounting Statement – see *appendix 15B Section 2*

16 Electricity – refund to tenant

To approve a refund payment of £2,668.04 to a tenant for an overcharge for electricity use at the Pinewood site, dating back to 2014-15 financial year, as calculated by the council's accountant – see *appendix 16*

- 17 Planning**
- a) To receive and confirm comments from members on current planning applications (circulated 19.04.2021 and 27.04.2021).
 - b) To receive a verbal report on any planning matters of note from Cllr Lancaster
 - c) To note comments submitted and updates received on planning applications - previously circulated via email to members (see *appendix 17*)
- 18 Financial Information**
- a) To receive a report on outstanding balances (see *appendix 18A*)
 - b) To approve payments both made and still to be made (see *appendix 18B*)
 - c) To receive a detailed income and expenditure report and financial performance against budget report to 31st March 2021. Note: total salary expenditure to date for the year appears under code 4000 (see *appendices 18C and 18D*)
- 19 Pinewood Leases**
- To receive a verbal update on the lease position from Cllr Newland
- 20 Chairman's Communications**
- 21 Items for Information and Discussion at Future Meetings**
- 22 Date of Next Meeting – Meeting of the Parish Council at 7.30pm on Monday 7th June 2021**

***Notes on Declaration of Interest**

Members with a Disclosable Pecuniary Interest, as listed in Appendix A of the Code of Conduct, or with an interest listed in Appendix B of the Code of Conduct, in any matter to be considered in this Agenda, should declare the interest at the start of the meeting, and withdraw from the meeting when the matter is under consideration. If Members have any questions about this process, they are requested to speak to the Clerk before the meeting, as it is not practical to give detailed advice at the meeting itself.