



Wokingham Without Parish Council

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29 April 2022

To: All Parish Councillors

You are summoned to attend the meeting of the Parish Council which will be held at **7.30pm** on Monday the 9th May 2022 in the Howard Palmer Room at St Sebastian's Memorial Hall, Nine Mile Ride.

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 2022-23**
 - a) Cllr Aaron Plume, Chairman 2021-22 will request nominations
 - b) On appointment, the Chairman will receive the Chain of Office and read and complete the Declaration of Acceptance of Office
- 3 Election of Vice Chairman of the Parish Council 2022-23**
 - a) Chairman will request nominations
 - b) On appointment, the Vice-Chairman will read and complete the Declaration of Acceptance of Office
- 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 4th April 2022 (*attached*)
Please contact the Clerk ahead of the meeting if there are inaccuracies.
 - b) Matters arising from the minutes of the 4th April 2022
 - a. Stained glass window repair – report of appointment of contractor
- 7 Public questions**
- 8 Borough Councillors' Briefing**
- 9 Appointments**

In accordance with Wokingham Without Parish Council's Standing Orders 5(j) the following business will be transacted:

 - a) **Committees:**
 - i. Staffing Committee (minimum 3 members)
 - ii. To approve Terms of Reference for the staffing committee (*See appendix 9a(i)*)

- iii. Pinewood Hall Refurbishment Committee
 - iv. To approve Terms of Reference for the Pinewood Hall Refurbishment Committee (*See appendix 9a(iii)*)
- b) **Working Groups:**
- i. Buildings and Facilities Working Group
(including St Sebastian's Memorial Hall, Parish Office and tenanted buildings at Pinewood)
 - ii. Communications Working Group
(Including website and newsletters)
 - iii. Finance Working Group
(Including grants and all matters relating to Health and Safety)
 - iv. Honey Meadow Working Group
 - v. Public Spaces and Amenities Working Group
 - vi. Platinum Jubilee Working Group
- c) **Outside Appointments** (number of available spaces in brackets)
- i. Wokingham Without & Crowthorne Parish Council Liaison Meetings (4)
 - ii. Brough Parish Liaison Forum (2)
 - iii. Wokingham Borough Sports Council (1)
 - iv. Friends of Heath Lake (*)
 - v. Crowthorne Reduce Our Waste – C.R.O.W (1)
 - vi. Circle Hill and Walters Recreation Ground Trust (4)
 - vii. Wokingham Veteran Tree Association (1)
 - viii. Pinewood Heritage Group (1)
 - ix. Pinewood Orchard (1)
 - x. Crowthorne Community Neighbourhood Action Group (2)
- d) **Pinewood Club Representatives** (1 per club):
- i. Allotments
 - ii. Bar and Café
 - iii. Boxing Club
 - iv. Bracknell Railway Society
 - v. East Berkshire Operatic Society (EBOS)
 - vi. Football Club
 - vii. Gymnastics Club
 - viii. Jayne Coleman Academy of Dance (JACAD)
 - ix. Judo Club
 - x. Miniature Railway Society
 - xi. Motorcycles
 - xii. Raceway
 - xiii. Scouts
 - xiv. Shooting Association
 - xv. Tug of War
- e) **Other :**
- i. Health and Safety and Safeguarding Champion (1)

10 Review and adoption of policies for the 2022-23 civic year:

In accordance with Wokingham Without Parish Council's Standing Orders 5(j) the following business will be transacted (*see appendix 10 for summary of recommended changes*):

- I. Standing Orders
- II. Financial Regulations
- III. Arrangements for reporting back following external meetings
- IV. Freedom of Information Policy and Publication Scheme
- V. Press and Media Policy
- VI. Councillor Code of Conduct

11 Review of documentation for the 2022-23 civic year:

In accordance with Wokingham Without Parish Council's Standing Orders 5(j) the following business will be transacted (*see appendix 11 for summary*)

- I. Inventory of land and assets
- II. Insurance Cover

- III. Council and staff subscriptions
- IV. Employment policies and procedures
- V. S137 expenditure

12 Meeting dates

To 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 **note** the Clerk’s report included in the agenda pack (see *appendix 13*)
 To **receive** any updates or additional items since publication of the agenda

14 Reports from Outside / Other Meetings:

	Meeting	Date	Report
14A	Meeting with Creative Project Services & designer	07/04/2022	Cllr Plume, Cllr Turtle
14B	Honey Meadow Working Group	05/05/2022	TBC

15 CIL projects update

- To **receive** an update on CIL projects – (see *appendix 15A – active items and 15B – closed items*)

16 Planning

- a) To **receive** and **confirm** comments from members on current planning applications (circulated 8th, 20th and 28th April 2022).
- b) To **note** comments submitted and updates received on planning applications - previously circulated via email to members on the dates specified above (see *appendix 16B*)

17 Financial Information

- a) To **receive** a report on outstanding balances (see *appendix 17A*)
- b) To **approve** payments both made and still to be made (see *appendices 17B(i) and 17B(ii)*)
- c) To **receive** a detailed income and expenditure report and financial performance against budget report to 31st March 2022 (see *appendix 17C*).
- d) To **receive** a report of salary expenditure year to date (see *appendix 17D*)

18 Chairman’s Communications

19 Date of Next Meeting – To confirm the date of the next council meeting (see item 12)
Please forward any items for Information and discussion at future meetings to the Clerk

***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.