



# Wokingham Without Parish Council

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1<sup>st</sup> March 2023

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 6<sup>th</sup> March 2023 in the Howard Palmer Room at St Sebastian's Memorial Hall, Nine Mile Ride.

Steve Milton  
Locum Clerk to the Council

## AGENDA

**1 Welcome and Introductions**

**2 Acceptance of Apologies for Absence**

**3 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.*

**4 Minutes of council meetings**

- a) To **approve** and **adopt** the minutes of the meeting held on 6<sup>th</sup> February 2023 (attached) *Please contact the Clerk ahead of the meeting if there are inaccuracies.*
- b) Matters arising from the minutes of the 6<sup>th</sup> February 2023

**5 Public questions**

**6 Borough Councillors' Briefing**

**7 Clerk's Report**

To **note** the Clerk's report included in the agenda pack (*see appendix 7*)  
To **receive** any updates or additional items since publication of the agenda

**8 Reports from Outside / Other Meetings:**

	Meeting	Date	Report
8A	Parish and Ward Member Meeting	20/02/23	See appendix 8A

**9 Policies and documentation to review**

To review and approve the following documents and policies (*see appendix list below*)

Appendix	Policy / Document name	Proposed adoption/enaction period
A	Annual leave policy and procedures for casual and part time staff (unchanged)	To March 2025
B	Anti-fraud and corruption (updated)	To March 2025
C	Code of Conduct for members (See Report)	To March 2025
D	Complaints Procedure (unchanged)	To March 2025
E	Co-option Policy (unchanged)	To March 2025
F	Data Breach Policy (unchanged)	To March 2025
G	Disciplinary Policy and Procedure (unchanged)	To March 2025
H	Equality and Diversity Policy (unchanged)	To March 2025
I	High Consequence Infectious Disease Policy (unchanged)	To March 2025
J	Investment Strategy (unchanged)	To March 2024
K	Retention of documents and records management policy (unchanged)	To March 2025
L	Small Grants Policy (unchanged)	To March 2025

## 10 Planning

- To **receive** and **confirm** comments from members on current planning applications (circulated 10<sup>th</sup> & 24<sup>th</sup> February 2023)
- To **note** comments submitted and updates received on planning applications - previously circulated via email to members on the date specified above (*see appendix 10B*)

## 11 Financial Information

- To **receive** a report on outstanding balances (*see appendix 11A*)
- To **approve** payments both made and payments due (*see appendices 11B(i) and 11B(ii)*)
- To **receive** a detailed income and expenditure report and financial performance against budget report to 31<sup>st</sup> January 2023 (*see appendix 11C*).
- To **receive** a report of salary expenditure year to date (*see appendix 11D*)
- To **confirm** completion of the internal check for quarter one, carried out by Cllr Martin on 23<sup>rd</sup> February 2023.

## 12 Honey Hill Speed Limit

To consider and approve a draft response to Wokingham Borough Council prepared by Councillor Martin (*see appendix 12*)

## 13 Crowthorne Coronation Event

Following the last meeting Crowthorne PC has submitted a breakdown of costs associated with the planned coronation event and the Council is asked to agree the level of contribution it may wish to make (if any). *See Appendix 13.*

## 14 Chairman's Communications

## 15 Date of Next Meeting – Meeting of the Parish Council at 7.30pm on Monday 3<sup>rd</sup> April 2023

*Please forward any items for Information and discussion to the Clerk.*

## 16 Part 2 – Confidential Information

In accordance with the Public Bodies (Admission to Meetings) Act 1960, to resolve to exclude the press and public from the meeting during consideration of the following confidential matter:

### 16 (a) Pinewood Leases: Legal Costs (*See confidential appendix 15*)