



Wokingham Without Parish Council

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10th May 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 15th May 2023 in the Howard Palmer Room at St Sebastian's Memorial Hall, Nine Mile Ride.

D Gooch

Debbie Gooch
Clerk to the Council

AGENDA

Welcome and Introductions

1 Election of Chairman of the Parish Council 2023-24

- a) Cllr Aaron Plume, Chairman 2022-23 will request nominations
- b) On appointment, the Chairman will receive the Chain of Office and read and complete the Declaration of Acceptance of Office

2 Election of Vice Chairman of the Parish Council 2023-24

- a) Chairman will request nominations
- b) On appointment, the Vice-Chairman will read and complete the Declaration of Acceptance of Office

3 Acceptance of Apologies for Absence

4 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.*

5 Minutes of council meetings

- a) To **approve** and **adopt** the minutes of the meeting held on 3rd April 2023 (*attached*)
Please contact the Clerk ahead of the meeting if there are inaccuracies.
- b) Matters arising from the minutes of the 3rd April 2023

6 Public questions

7 Borough Councillors' Briefing

8 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 8a*)
- 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
- 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 (5)
 - v. Circle Hill and Walters Recreation Ground Trust (4)
 - vi. Pinewood Heritage Group (1)
 - vii. Pinewood Orchard (1)
 - viii. Crowthorne Community Neighbourhood Action Group (2)
- d) **Pinewood Club Representatives** (1 per club):
 - i. Allotments
 - ii. Bracknell Railway Society
 - iii. East Berkshire Operatic Society (EBOS)
 - iv. Gymnastics Club
 - v. Jayne Coleman Academy of Dance (JACAD)
 - vi. Miniature Railway Society
 - vii. Pinewood Bar and Café
 - viii. Pinewood Boxing Club
 - ix. Pinewood Football Club
 - x. Pinewood Judo Club
 - xi. Pinewood Motorcycles
 - xii. Pinewood Raceway
 - xiii. Pinewood Shooting Association
 - xiv. 2nd Crowthorne Scouts
 - xv. Tug of War
- e) **Other :**
 - i. Health and Safety and Safeguarding Champion (1)

9 **Review and adoption of policies for the 2023-24 civic year:**

In accordance with Wokingham Without Parish Council's Standing Orders 5(j) the following business will be transacted (*see appendix 9 for summary of recommended changes*):

- I. Standing Orders
- II. Financial Regulations (*see appendix 9(II) for proposed changes*)
- III. Arrangements for reporting back following external meetings
- IV. Freedom of Information Policy and Publication Scheme
- V. Press and Media Policy

10 **Review of documentation for the 2023-24 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*)

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

11 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 11*)

12 Clerk's Report

To **note** the Clerk's report included in the agenda pack (see *appendix 12*)

13 Reports from Outside / Other Meetings:

	Meeting	Date	Report
13A	Borough Parish Liaison Forum	18/04/2023	Cllr Plume (verbal update)
13B	NAG	24/04/2023	Clerk, Cllrs Foxwell, Plume and Rogers (verbal update)
13C	Men's Shed	10/05/2023	Clerk, Cllrs Foxwell and Plume (verbal update)

14 Planning

- a) To **receive** and **confirm** comments from members on current planning applications (circulated 11th, 18th, 21st, 26th April and 3rd, 9th May).
- b) To **note** comments submitted and updates received on planning applications - previously circulated via email to members on the dates specified above (see *appendix 14B*)

15 Financial Information

- a) To **receive** a report on outstanding balances (see *appendix 15A*)
- b) To **note** payments both made and still to be made (see *appendices 15B(i) and 15B(ii)*)
- c) To **receive** a detailed income and expenditure report and financial performance against budget report to 31st March 2023 (see *appendix 15C*).
- d) To **receive** a report of salary expenditure year to date (see *appendix 15D*)
- e) To **note** the Pinewood Sanitorium Breakdown of costs (see *appendix 15E*)

16 General Power of Competence

To confirm that the parish council meets the eligibility criteria and resolve to re-adopt the General Power of Competence (see *appendix 16*)

17 Chairman's Communications

18 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.