



Wokingham Without Parish Council

Parish Office, Pinewood Centre,
Old Wokingham Rd
Wokingham, RG40 3AQ
Tel & Fax 01344 771425

www.wokinghamwithout-pc.gov.uk
email: admin@wokinghamwithout-pc.gov.uk



31st 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 5th June 2023 in the Howard Palmer Room at St Sebastian's Memorial Hall, Nine Mile Ride.

D Gooch

Debbie Gooch
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 15th May 2023 (*attached*)
Please contact the Clerk ahead of the meeting if there are inaccuracies.
- b) Matters arising from the minutes of the 15th May 2023

5 Public questions

6 Borough Councillors' Briefing

7 Clerk's Report

To **note** the Clerk's report included in the agenda pack (*see appendices 7, 7a, 7b and 7c*)
To **receive** any updates or additional items since publication of the agenda

8 Reports from Outside / Other Meetings:

	Meeting	Date	Report
8A	Meeting with Bob Wade Berkshire Scouts	May 2023	Cllrs Foxwell and Martin (<i>verbal update</i>)
8B	Litter Working Group Meeting	24 May 2023	Cllrs Fenny, Millett, Montgomery and Turtle (<i>verbal update</i>)
8C	Flying Start Meeting	May 2023	Cllrs Foxwell, Jordan and the Clerk (<i>verbal update</i>)

9 Approval of Annual Accounts

Annual Governance and Accountability Return (AGAR) and Unaudited Financial Statements for the year ended 31st March 2022

- a) To **note** the receipt of the Annual (Final) Internal Audit Report (note: Interim report circulated to members and reviewed at the council meeting of 6 February 2023 – minute ref 22/154) – see appendix 9A.
- b) To consider, complete and **resolve** to **approve** the AGAR section 1 – Annual Governance Statement – see appendix 9B, page 4.
- c) To **resolve** to **approve** AGAR section 2 – Annual Accounting Statement – see appendix 9B, page 5.
- d) To receive and **resolve** to **approve** the unaudited annual accounts at 31st March 2023 – see appendices 9D.

10 Policies

To review and approve the following policies:

10A	Code of Conduct for Local Employees
10B	Health and Safety Policy (including lone working)
10C	Safeguarding policy for St Sebastian's Hall and Pinewood Hall

11 Orchard Management Plan

To discuss the orchard management plan prepared by Cllr Turtle - see appendix 11

12 Planning

- a) To **receive** and **confirm** comments from members on current planning applications (circulated 24th and 31st 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 12B)

13 Financial Information

- a) To **receive** a report on outstanding balances (see appendix 13A)
- b) To **note** payments both made and still to be made (see appendices 13B(i) and 13B(ii))
- c) To **receive** a detailed income and expenditure report and financial performance against budget report to 30th April 2023 (see appendix 13C).
- d) To **receive** a report of salary expenditure year to date (see appendix 13D)

14 Co-operative Bank

- a) To **approve** a debit card application for Deputy Clerk (Finance) for Parish Office use
- b) To **approve** addition of Debbie Gooch (Clerk) to bank mandate and approve debit card application for Parish Office use
- c) To **approve** the removal of the following councillors as signatories from the Co-operative banking mandate:
 - i) Former Cllr Dye
 - ii) Former Cllr Gough
 - iii) Former Cllr Shill
 - iv) Former Cllr Sturgess

15 Chairman's Communications

16 Date of Next Meeting – Monday 3rd July 2023

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.