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## AGENDA

28<sup>th</sup> March 2023

An ORDINARY MEETING of the PARISH COUNCIL will be held on Monday 3<sup>rd</sup> April 2023 at 7.30pm in the Pavilion, Englefield Road and the following business will be transacted. All Councillors are summoned to attend.

Kind Regards

Di Hughes  
Operations Manager/Clerk

**1. APOLOGIES**

Council to receive apologies and reasons for absence.

**2. DECLARATIONS OF INTEREST and DISPENSATIONS**

With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their Register of Interests as required.

**3. APPROVAL OF MINUTES OF THE PREVIOUS MEETING**

Council to approve and sign the minutes of the Ordinary Full Council meeting held on 06.03.2023.

**4. OPEN MEETING**

Public participation: Members of the public will be invited to speak on issues relating to this agenda or raise issues for future consideration. The period of time designated for public participation at a meeting in accordance with the Council's Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the Chair of the meeting.

**5. MONTHLY REPORTS**

Council to receive a monthly report from the Chair. (PC)

Council to note the weekly reports received from the Clerk. (DH)

Council to receive a report from District Councillor Macro. (AM)

**6. PLANNING MATTERS**

Council to consider and decide upon planning applications received. (DH)

Council to note the planning decisions received. (DH)

Council to note the planning appeals received. (DH)

Council to note the planning application correspondence received. (DH)

**7. COMMITTEES AND WORKING GROUPS**

Council to note the draft minutes of the Community Engagement Committee meeting held on 13.03.2023 including approval of recommendations. (DH)

Council to note the draft minutes of the Staffing Committee meeting held on 28.03.2023, including approval of recommendations. (DH)

**8. CORRESPONDENCE RECEIVED**

Council to note the correspondence received. (DH)

**9. PLAY PROJECT**

Council to receive an update report on the play project. (DH)

**10. SPORTS PITCH USAGE/BERKSHIRE YOUTH DEVELOPMENT LEAGUE PROPOSAL**

Council to receive an update from the Clerk with regards to the Englefield Estate response to this matter.

**11. ELECTRONIC EQUIPMENT & POLICY**

Council to receive an update from the Clerk regarding Electronic Equipment & Policy. (DH)

**12. NEW SPORTS PITCH**

Council to consider and decide upon the response from West Berkshire Council in response to Council queries regarding not being able to sign the lease yet to take handover of the new sports pitch. (DH)

**13. FETE MARQUEES**

Council to be advised of quotes received for the 2023 summer fete marquees. (DH)

**14. COMMUNITY COFFEE MORNINGS**

Council to consider and approve the proposal to open the Peter Gooch room weekly on a Wednesday morning for a community coffee & chat. (DH)

**15. FINANCE AND ACCOUNTS**

Council to approve change of bank signatories – add new Clerk & remove Locum Clerk.

### Your resolution

- I/We confirm this resolution has been recorded in accordance with the rules of the organisation.
- The people named in this form will be authorised individuals on all accounts.
- I/We are aware Unity Trust Bank may not make enquiries before acting on instructions given by any authorised signatory.
- We acknowledge that Unity's Terms and Conditions may vary from time to time and we agree to be bound by them.
- I/We will provide Unity with instructions and changes in line with the mandate.
- Unity should rely on this Mandate until we send future amends.
- I/We will send Unity a copy of the Memorandum and Articles of Association, a copy of the Company's rules, our Trust Deeds or our registration documents if requested. We will inform Unity of any changes.
- I/We will also notify Unity in writing of any change in Directors/Trustees/Officers and membership.
- Committee members/Trustees of unincorporated entities acknowledge that they shall be jointly and severally liable for any liabilities incurred by individuals authorised to give instructions.

### Your telephone and Internet Banking declaration

- I/We agree to use the Telephone Banking Service to authorise transfers between our Unity Trust Bank accounts and to request balance and other general account information.
- I/We agree to use the Internet Banking Service in accordance with the Terms and Conditions.
- The individuals named on this form will be our authorised Telephone Banking and Internet Banking service users.
- The Trustees of unincorporated entities acknowledge that they will be jointly and severally liable for any of the Trust's liabilities incurred by individuals authorised to give instructions.
- Responsibility for all transactions performed on our Internet Banking service lies with the final authorising user.

Council to note the income received in the last month. (JC)  
Council to consider and approve invoices for payment. (JC)  
Council to note payments made by the Clerk outside of meeting using delegated powers. (JC)  
Council to note and approve the monthly regular DD/SO payments made in the last month. (JC)  
Council to note internal transfers made in the last month. (JC)  
Council to note the credit card payments made in the last month. (JC)  
Council to note the bank balances as at 29.03.2023. (JC)

**15. DATE OF NEXT MEETING**

Council to decide the date of next Ordinary Council meeting.  
Council to note Annual General meeting will take place on Monday 15<sup>th</sup> May from 7.30pm.

**Members of the public and press are very welcome to attend.**