

AGENDA

27th September 2022

An ORDINARY MEETING of the PARISH COUNCIL will be held on Monday 3rd October 2022 at 7.30pm in the Pavilion, Englefield Road and the following business will be transacted. All Councillors are summoned to attend.

Kind Regards



Samantha Haywood
Locum Clerk/RFO to the Parish Council

1. APOLOGIES

MOTION: 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. MINUTES OF THE PREVIOUS MEETING

MOTION: Council to approve and sign the minutes of the Full Council meeting held on 05.09.22.

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 Chairman of the meeting.

5. DISTRICT COUNCILLOR REPORT

MOTION: Council to receive a report from the District Councillor.

6. PLANNING MATTERS

See Appendix 1.

7. CLERK'S REPORT

MOTION: Council to note the monthly report received from the Clerk. (SH)

8. COMMITTEES AND WORKING GROUPS

MOTION: Council to receive update reports from Council committees and working groups. (SH)

MOTION: Council to review the membership of the Open Spaces Committee. (SH)

MOTION: Council to note the minutes/notes of committee and working group meetings, and consider and decide upon acceptance of any recommendations. (SH)

MOTION: Council to elect Planning Committee members. (SH)

MOTION: Council to review the membership of the Staffing Committee. (PC)

9. GOVERNANCE DOCUMENTS

MOTION: Council to consider and approve a Death of a Significant Figure Policy. (SH)

MOTION: Council to consider and decide upon changing all Council policies and procedures to third person reference where applicable, including Chairman to Chair and Vice-Chairman to Vice-Chair. (SH)

10. PLAY PROJECT

MOTION: Council to note that planning permission has been given for the play project, and the conditions. (SH)

MOTION: Council to consider and approve the additional quoted costs of £12,398.42 received for the play project due to the current economic climate and the time it has taken to obtain planning permission. (PC/SH)

MOTION: Council to consider and approve the removal of the old bench in the play area. (SH)

MOTION: Council to consider and decide upon bike stands – quantity, location, type, cost. (PC)

11. JOHN CUMBER HALL MANAGEMENT FEE

MOTION: Council to consider and decide upon temporary relief of the management fee. (SH)

12. FACEBOOK ACCESS & SOCIAL MEDIA POLICY

MOTION: Council to consider and decide upon councillors having access to the Facebook page, and relevant changes as needed to the Social Media Policy. (SH)

13. CIVILITY & RESPECT PLEDGE

MOTION: Council to consider and decide upon signing up to the Civility & Respect Pledge. (SH)

14. GRANT APPLICATION

MOTION: Council to consider and decide upon a grant application received from Parenting Special Children. (SH)

15. FINANCE AND ACCOUNTS

MOTION: Council to note the income received in the last month. (SH)

MOTION: Council to consider and approve invoices for payment. (SH)

MOTION: Council to note and approve the monthly regular payments made in the last month. (SH)

MOTION: Council to note the bank balances as at 27.09.22. (SH)

16. CORRESPONDENCE RECEIVED

MOTION: Council to note the correspondence received. (SH)

17. DATE OF NEXT MEETING

Monday 7th November 2022 at 7.30 pm at the Pavilion.

Members of the public and press are very welcome to attend

APPENDIX

AGENDA ITEM 6 - PLANNING

New applications

Application No.	Applicant	Address	Details
22/01937/HOUSE NB: deadline for response extension agreed by WBC until after this meeting.	Mr T. Pritchard	8 High Street	Installation of air source heat pump on front side of the house at ground level. House is a middle terrace, facing the public highway, and the installation location would end over 1m from the boundary to the house on the left (#85) and 2.5m from the front door. A small porch blocks the proposed site from

			the neighbours on the right. The pump produces 43 decibels of sound, and measures up to 1500mm (width) x 1200mm (height) by 750mm (depth)

Decisions

Application No.	Applicant	Address	Details	Outcome
22/01656/HOUSE	Mr D. Ale	2 Morton Place	Ground floor rear extension	Granted
20/02029/COMIND	J Mould (Reading) Ltd	Reading Quarry, Berrys Lane, Burghfield	Development of an Energy Recovery Centre and adjacent Data Centre and associated infrastructure.	Granted
22/01731/HOUSE	L Humphries	68 Meadow Way	Single storey side extension	Approved
22/01750/COND11	Ridgepoint Homes	Lakeside, The Green	Approval of Details Reserved by Condition 8 (Piling Method Statement) of planning permission 15/02842/OUTMAJ allowed on appeal – Outline application for residential development of up to 325 houses and apartments (including 70 extra-care units) with associated access, parking, amenity space and landscaping. All matters reserved.	Approved
22/01288/FUL	Theale Parish Council	Recreation ground, Englefield Road	Installation of multi-use sports area (MUSA), outdoor gym, cable way (zip wire), monkey bars, calisthenics equipment, seating, CCTV and security lighting.	Approved
22/00074/COND4	Ridgepoint Homes	Lakeside, The Green	Approval of details reserved by condition 7 (CEMP) of appeal decision APP/W0340/W/16/3159722 (15/02842/OUTMAJ). Outline application for residential development of up to 325 houses and apartments (including 70 extra-care units) with associated access, parking, amenity space and landscaping. All matters reserved.	Approved

Any other planning applications received since the agenda was published.

AGENDA ITEM 15 – FINANCE

Income received:

- £150 BACS. Circus Ginne Ltd. Circus
- £25, £162.50, £25 BACS. Hire fees

- £200 chq. Hire fees
- £540.25 BACS. Alert Supplies

Payments for approval:-

BACS PAYMENTS for approval

Payee	Details	Invoice	Net £	VAT £	Gross £	Power to spend
Safeguard Systems	Phase 1 CCTV installation	2785	3,139.47	627.89	3,767.36	LG Act 1972 S133
LGRC	Locum Clerk Services	1392	1,774.58	354.92	2,129.50	LG Act 1972 S112(1)
Opus Energy	Outstanding gas payments	Acc 1312836	2,629.98		2,629.98	LG Act 1972 S133
Dave Lane	Supply & fit padlock cover plate at NSPF	4201	255.00	51.00	306.00	Open Spaces Act 1906 S9-10
Vision ICT	Dark page for website /Queen's passing	15447	35.00	7.00	42.00	LG Act 1972 S142
Pro Landscapes/Pro Machinery	Landscaping, grounds maintenance	3137	915.60	183.12	1,098.72	Open Spaces Act 1906 S9-10
Rialtus Business Solutions Ltd	Accounting software annual support and maintenance license fee	SM26174	129.00	25.80	154.80	LG Act S133
Berkshire Pension Fund	Employer pension September	N/A	399.44	-	399.44	LG Act S133
			9,278.07	1,249.73	10,527.80	

List of regular DD payments made in the last calendar month

Payee	Details	Invoice	Net £	VAT £	Gross £	Power to spend
Red Squid	Software charges & IT	2209138	77.03	15.41	92.44	LG Act S133
Onecom	Phone & broadband	668110	43.01	8.60	51.61	LG Act S133
H3G	Mobile phone		13.06	2.61	15.67	LG Act S133
British Gas	Floodlights standing charge	956899458	23.17	1.15	24.32	LG Act S133
SSE	Streetlights August				45.76	Highways Act 1980 S301
Opus Energy	Gas				83.65	LG Act S133
Opus Energy	Gas backpay				2,629.98	LG Act S133

Unity Trust Bank	BACS charges August	N/A	8.70	-	8.70	LG Act S133
E.ON Next	Pavilion electricity June				82.10	LG Act S133
Grundon Waste	Waste collection June		144.26	28.85	173.11	LG Act S133
Officers	Salaries - September	na	-	-	2,101.53	LG Act S112(1)
Topsorce Global	Payroll service September	PB-27838	40.01	8.00	48.01	LG Act S112(1)
			349.24	64.62	5,356.88	

Transfers:

Date	Transfer from	Transfer to	Amount
NONE			£

Balance on the bank accounts as at 27/09/22:- Unity Bank – Current account £15,488.06, Instant Access account £302,515.06.

SUPPORTING INFORMATION

AGENDA ITEM 3 – APPROVAL OF MINUTES



An ORDINARY meeting of THEALE PARISH COUNCIL was held on Monday 5th September 2022 at 7.30pm in the Pavilion, Englefield Road, and was attended by the following:

Chairman: Cllr Clifford

Parish Councillors: Cllr Fenwick, Cllr Gallop, Cllr Hopcroft, Cllr Clark, Cllr Coker, Cllr Cox, Cllr Gash, Cllr Paul, Cllr Richardson

In Attendance: 2 members of the public

Locum Clerk: Mrs S. Haywood

ITEM	MINUTE	VOTE / ACTION
FUL/79/22/23	APOLOGIES / DECLARATIONS OF INTEREST / DISPENSATIONS	
	Cllr Church – personal. Cllr Clark – late/personal.	

	Cllr Coker declared an interest in Planning, The Crown application, as a customer.	
FUL/80/22/23	APPROVAL OF MINUTES	
	IT WAS RESOLVED that the minutes of the Full Council meeting held on 08.08.22 be approved as a true and accurate record of the meeting and be signed by the Charman.	Proposed:RG. Seconded: ZF. For 4 (5) Abstentions 4 Clerk
FUL/81/22/23	PUBLIC FORUM	
	No members of the public wished to speak.	
FUL/82/22/23	CHAIRMAN'S REMARKS	
	The Chairman welcomed the Locum Clerk/RFO.	
FUL/83/22/23	DISTRICT COUNCILLOR'S REPORT	
	District Councillor Alan Macro reported: <ul style="list-style-type: none"> • He would like to attend the meeting concerning the car park and asked that West Berkshire Educational Service are also invited. <p>Q – Can you please give an update on the closure of Dead Man's Lane, and an update on the signage that was due to be in situ by 01.07.22.</p> <p>A – WBC are currently considering traffic control measures, including the signage.</p>	
FUL/84/22/23	CLERK'S UPDATE	
	A report had been circulated to all.	
	The Clerk confirmed that the Administration Officer was working hard to increase hire of the Peter Gooch Room and the John Cumber Hall and will support her wherever necessary. Bookings are now picking up following the pandemic.	
FUL/85/22/23	COMMITTEES AND WORKING GROUPS UPDATES	
i.	Finance Committee	
	The Chairman reported: <ul style="list-style-type: none"> • The 2022/23 budget has been reviewed. Changes agreed were to decrease the administration salary budget by £5k, increase the consultancy budget by £12k, increase the defibrillator budget by £200. • Committee approved the bank reconciliations, bank statements, and trial balance as at 30.08.22 	
ii.	Open Spaces Committee	
	The Chairman reported: <ul style="list-style-type: none"> • Play area/MUSA project – WBC have delayed the planning decision until 23.09.22 and require a heritage statement. An order has been placed for phase 1 to proceed which will entail the play equipment within the fencing to proceed as planning permission is not required for this element. Due to the time it is taking to get a planning decision from WBC, and the economic climate, phase 2 will incur higher costs of circa £13k. 	
iii.	Staffing Committee	
	Cllr Gash reported:	

	<ul style="list-style-type: none"> • Staff appraisals have been completed. • The Administration Officers job description is being reviewed by the Clerk, and a re-evaluation using the Green Book will be carried out. A 2-point increase has been applied and will be reviewed again following the job description and post review. <p><i>Cllr Clark joined the meeting.</i></p> <ul style="list-style-type: none"> • The appointment of the Locum Clerk has been ratified. • The Clerk has produced a Clerk recruitment pack and the vacancy has been advertised. All councillors were asked to share the Facebook post. The deadline for applications is 23.09.22 and it is hoped that appointment will be mid to late October. 	All
iv.	Christmas Event Working Group	
	<p>Cllr Cox reported:</p> <ul style="list-style-type: none"> • ‘Theale Steps into Christmas!’ is the name for this year’s event. • The first event planning meeting was held last week and plans are well underway. • All the official paperwork that needs submitting to WBC is in hand. • The Administration Officer has advised Reading Buses so they can re-route on the day, and negotiated free use of the High Street car park. • Santa has the date in his diary. • The Christmas market will be extended further up the High Street and a children’s carousel and children’s stalls will be present as well as the usual variety of stalls. • First letters will be distributed to the High Street businesses and residents during the first week of September with follow up letters in October and November. • A call out for volunteers will start shortly. The volunteers briefing for the event will be on the 23.11.22 in the Peter Gooch Room. 	
v.	Environmental Working Group	
	<p>Cllr Fenwick reported:</p> <ul style="list-style-type: none"> • A meeting has taken place with herself and Cllr Hopcroft to discuss ideas for short, mid, and long-term projects. • Events are being held for Green Week at the end of September. • A bug hotel building event is being held on 24.09.22. • A litter pick and quiz is being held on 02.10.22. • A residents meeting is being held on 29.09.22 and will be advertised shortly. • A business engagement forum is being arranged for the end of September. To be added to the next agenda to form a working group. <p>Cllr Hopcroft reported:</p> <ul style="list-style-type: none"> • It has been difficult to keep things alive during the drought. • Volunteers need to be utilised further. 	ZF
FUL/86/22/23	PLANNING	
i.	New planning applications	
	<p>22/01871/FULEXT. Lakeside, The Green. Ridgepoint Homes. Proposed residential development comprising 54 units.</p> <p>IT WAS RESOLVED to respond to WBC with the following objections:</p>	

	<ul style="list-style-type: none"> • This application appears to be on the site previously allocated for the 70 extra care units which is a significant material change in replacing these for 50 affordable flats and 4 market houses. • Parking does not meet WBC standards - 3/4-bedroom houses should have 2.5 spaces allocated. During the recent Eastern Planning Meeting it was mentioned that the requirement had increased to 3 spaces, however this is not reflected in the documentation. 2-bedroom houses should have 2 spaces. The 4 houses should have 9 spaces allocated (10 if the requirement of the Planning meeting is followed), however only 8 spaces have been provided. The parking for the flats does not meet WBC standards. For 2- bedroom flats, there is a requirement for 1.5 spaces per flat – thus 75 spaces – plus an additional space for every 5 flats. This brings a requirement for 85 spaces. The plan shows a total of only 80 spaces. • The parking for the 4 houses is not allocated so this presents opportunities for dispute over parking, especially as they are end-to end bays. There are also no visitor spaces, so this also presents opportunity for dispute. This could also lead to on street parking. • In today’s energy conscious climate, there should be provision for EV charging points. <p>22/01933/RESMAJ. Lakeside, The Green. Ridgepoint Homes. Section 73-vary condition 2 (approved plans) of approved application 20/00663/RESMAJ: Approval of reserved matters application for phase 1 (of the development which is for 7 dwellings located off St Ives Close, details include access, appearance, landscaping layout and scale) following Outline Permission Allowed on Appeal 15/02842/OUTMAJ (APP/W0340/W/16/3159722) – Outline application for residential development of up to 325 houses and apartments (including 70 extra-care units) with associated access, parking, amenity space and landscaping. All matters reserved. IT WAS RESOLVED to respond to WBC with the following objections:</p> <ul style="list-style-type: none"> • Parking has been arranged so that bays are end to end, which for high-market properties is not adequate. • Visitor parking bays have been removed to increase parking allocations for properties 1,2,6,7, and 9. This has the potential to lead to on-street parking. • There is no clear boundary between property 3’s parking area and Property 4. <p>22/01865/ADV. 22/01869/LBC2. The Crown Inn, Church Street. Stonegate Group. Full new signage and lighting scheme. IT WAS RESOLVED to respond to WBC with no observations.</p> <p>22/01806/COMIND. 1210 Arlington Business Park. Luxx Arlington Sarl. Extension of building 1210 Arlington Business Park, alongside alterations to the adjacent soft landscaping, realignment of vehicular access, re-provided visitor and accessible car parking, improved bicycle parking, replacement plant equipment and installation of solar photovoltaic panels at the roof level. IT WAS RESOLVED to respond to WBC with one observation – tree pruning and removal should be kept to an absolute minimum.</p>	<p>Proposed: RG. Seconded: AC. All in favour Clerk</p> <p>Proposed: LC. Seconded: AC. All in favour Clerk</p> <p>Proposed: LC. Seconded: AC. All in favour. Clerk</p> <p>Proposed: LC. Seconded: AC. All in favour Clerk</p>
ii.	Planning Decisions	
	<p>IT WAS RESOLVED to note the following planning decision notices:</p> <p>22/01453/HOUSE. 15 Cavalier Close. Mr & Mrs Brown. 1st-floor infill above the existing converted garage, stepping forward at first floor to create an open porch area. Removal of conservatory and replacement with brick built single-storey that is smaller than the original conservatory. Granted.</p>	<p>Proposed: ZF. Seconded: IH. All in favour</p>

22/01354/COND8. Lakeside. Ridgepoint Homes. Approval of details reserved by condition no. 10 (Travel Plan) of Appeal Decision. APP/W0340/W/16/3159722 (15/02842/OUTMAJ). Outline application for residential development of up to 325 houses and apartments (including 70 extra-care units) with associated access, parking, amenity space and landscaping. All matter reserved. Approved.

22/01525/HOUSE. 21 Spring Gardens. Mr & Mrs Ferguson. Demolition of existing conservatory. Single storey rear and side extension. Replace single rear dormer window with rear twin dormer windows. Granted.

22/01063/FULD. 44 and 46 High Street. W Cumber & Son (Theale) Ltd. First floor extension of both no 44 and 46. Extension to accommodate a new room, alter the typology of no. 46f from a one bedroomed house to a 2 bedroomed house. On no.44 the existing ground floor extension shape will be normalised too. Withdrawn.

22/01609/PACOU. Pilates Studio, Part First Floor, 27a High Street. Mr G Lovering. Application to determine if prior approval is required for a proposed Change of Use from commercial, business and service (use Class E) to dwelling houses (use Class C3): Conversion of pilates studio and office into 1 no. 1 bed flat, including demolition of existing internal walls and erection of new internal walls. Granted.

22/01701/COND1. Theale Golf Club. Application for approval of details reserved by condition 3 (soft landscaping) of planning permission for 22/00304/FUL. The proposals on the 10th hole require netting adjacent to the tee in order to prevent golf balls straying into a nearby third-party property. In addition, a planting plan has been proposed which in time will reduce the visual impact of the net and in time may even render the netting unnecessary. No change of use. Approval.

FUL/87/22/23 PAYMENTS

IT WAS RESOLVED that Council approve payments as per payment schedule 582:

BACS payments approved:

	Payee	Details	Invoice	Net £	VAT £	Gross £
A	Berkshire Pension Fund	August contributions	[581A]	882.25	-	882.25
B	Pro Landscapes	Grounds Maintenance	3095	915.60	183.12	1,098.72
C	P Manley	Expenses	[582C]	14.85		14.85
D	KBS Depot Ltd	Bin	KBS-W500496	384.00	76.80	460.80
E	Lilac & Clover Ltd	Double payment for Xmas	[582E]	25.00		25.00
F	Bowak	Black sacks	486289	26.36	5.27	31.63
G	LGRC	Locum deposit	1379	4,200.00	840.00	5,040.00
H	G N Maintenance	Litter pick, general maintenance	698	1,723.00		1,723.00
				8,171.06	1,105.19	9,276.25

Proposed:
IH. Seconded:
KG. All in favour
Clerk

Regular monthly payments – direct debits:

Payee	Details	Invoice	Net £	VAT £	Gross £
Red Squid	Software charges & IT	2207143	104.83	20.97	125.80
Alert Systems	CCTV service charge	206200	75.50	15.10	90.60
H3G	Mobile phone Apr-May	AFQ13329 78812	13.06	2.61	15.67
British Gas	Floodlights standing charge June	966817461	22.42	1.12	25.54
SSE	Streetlights July	[SSE16082 2]	43.59	2.17	45.76
Lloyds Bank	Credit card July (water hog carrier 54.45, poppies for lamp posts 45.00, monthly fee - 3.00)	[LLB16082 2]	93.37	9.08	102.45
E.ON Next	Pavilion electricity July	KI- 3BF1B4EC- 0011	88.96	4.45	93.41
Grundon	Waste collection July	PSI- 0678277	114.13	22.83	136.96
Cathedral Leasing Ltd	Supply of hygiene services	VI/139278 3	115.68	23.14	138.82
Salaries	Salaries	na	2,809.01	-	2,809.01
Topsorce Global	Payroll service August	PB-27612	40.01	8.00	48.01
Castle Water	Water charges	[CAW3008 22}	113.85	-	113.85
Unity Trust Bank	BACS charges July	{UTB27082 2}	8.70	-	8.70
			3,643.11	109.47	3,754.58

FUL/88/22/23 **POLICY REVIEW**

	<p>IT WAS RESOLVED that Council reviewed the Disposal and Retention Schedule and no amendments are required. The 'Document List for Retention or Disposal' referenced in the Disposal and Retention Schedule be circulated to all.</p> <p>IT WAS RESOLVED that Council reviewed the Disciplinary Policy and no amendments are required.</p>	<p>Proposed:ZF. Seconded: AC. All in favour Clerk</p> <p>Proposed:IH. Seconded: MP. All in favour Clerk</p>
--	---	---

	IT WAS RESOLVED that Council reviewed the Grievance Policy and no amendments are required.	Proposed:RG. Seconded: IH. All in favour Clerk
FUL/89/22/23	GAS SAFETY & LEGIONELLA RISK MANAGEMENT	
	Three companies had been contacted and asked to quote. IT WAS RESOLVED that Alliance Heating Ltd are contracted to service the Pavilion heating system and issue a gas safety certificate at a cost of £1,110 + VAT. IT WAS RESOLVED that Alliance Heating Ltd are contracted to provide legionella risk management services for 2022/23 at a cost of £525 + VAT.	Proposed:IH. Seconded: ZF. All in favour Clerk Proposed:IH. Seconded: ZF. All in favour Clerk
FUL/90/22/23	FOOTBALL PITCHES	
	IT WAS RESOLVED that the Locum Clerk be given delegated powers to consider whether the football pitches need to be temporary closed due to the dry conditions, in liaison with Cllr Coker.	Proposed:JR Seconded:RG All in favour Clerk
FUL/91/22/23	CAR PARK	
	IT WAS RESOLVED that a meeting regarding use of the car park be arranged between the Locum Clerk, District Cllr Macro, West Berkshire Educational Services, the police/PCSO, and representatives from the primary school, village hall, social club, and WBC Highways.	Proposed:RG Seconded:KG For 5 (6) Against 5 Clerk
FUL/92/22/23	RESIDENT SURVEY	
	Resident input is required in advance of the Strategy Day planned for October in order to ascertain resident's views, opinions, and wishes for future projects and plans. Two sample survey templates had been circulated to all, one basic with comment boxes, and the second having scales. IT WAS RESOLVED to conduct a survey of Theale residents in advance of the Strategy Day planned for October in order to ascertain resident's views, opinions, and wishes for future projects and plans. The survey to be delivered to all residents and an online version to be made available. IT WAS RESOLVED to approve the survey template with scales.	Proposed:PC Seconded:RG For 5 Against 1 Abstention 4 Clerk Proposed:PC Seconded:RG For 7 Against 3 Clerk

The meeting closed at 8.35 pm.

Chairman Date:

WBC – West Berkshire Council

PC – Parish Council

AGENDA ITEM 5 – DISTRICT COUNCILLOR REPORT

No written report received.

AGENDA ITEM 7 – CLERK’S REPORT

I am thoroughly enjoying my work as your Locum Clerk and thank you all for the opportunity. Everyone has been so helpful and friendly.

Play Project

A site meeting was held on 13.09.22 with the Administration Officer, maintenance contractor, and Tim and Russ from Proludic. Russ will be our main point of contact for the project. He intends to come to the site on a regular basis (probably fortnightly) to check up on progress.

Ashford are the main installers and Dave Clarke is our contact there. They are reasonably local (Heathrow) and will have 2 teams, one to rip out and one to install. They will be ready to start work early November.

A4 metal recycling have been contacted to ask if they can remove the existing equipment at the end of October. The maintenance contractor will remove the equipment ready for A4 to collect. Proludic will produce 2x A3 laminated signs to put on the temporary fencing to show people what’s coming. They will also try and install securing fencing prior to A4 coming in to dismantle for safety purposes (Russ to confirm if this is possible).

We will need to lock the gate, put up danger signs, and tape off the area when the existing equipment is removed.

They anticipate phase 1 (play area) to be finished before Christmas. Although planning permission has now been granted, this is on the understanding that Proludic produce additional information which they said they would submit w/c 19.09.22. Phase 2 (MUSA) will commence immediately after completion of phase 1. The additional cost due to delays will be circa £12k. Proludic want it stressed that should Council decide to make changes to the existing plans to avoid the additional cost, this would have a knock-on effect to existing plans. They hope that TPC will agree to pay the additional amount.

They will need a key for the gate by the Doctor’s surgery and will let us know who the responsible person is who will keep the keys. They will set up a compound probably by this gate with a container for storage purposes.

Operation London Bridge

As the announcement of the Queen’s passing was late in the day it was all a bit of a rush getting things in place. It became apparent that we have no support contract with the website provider so a dark page had not been set up. The website provider very kindly arranged the dark page for us straight away. This incurred a £35 fee. The dark page had the official photo, black background, and the DOB and death date.

Zoe very kindly liaised with the Church who had arranged a Book of Condolence and a special service. This was advertised to residents via social media, and the Church advertised to residents.

A ‘Death of a Significant Figure’ Policy has been drafted and added to this agenda for approval so Council is better prepared for such events in the future.

Clerk recruitment

The Clerk vacancy has been advertised on the website, SLCC, BALC, all surrounding parish and town councils, noticeboards, Indeed, local groups/organisations, and on Facebook pages. The deadline for applications was 21.09.22. It was too late to be advertised in the PC newsletter. Sadly, we have had no response so I am liaising with the Staffing Committee to extend the deadline and to advertise further, and possibly reduce the requirements stated in the job description and job specification.

Agenda

You will see some changes with this agenda to those you are used to. Please note:

- Matters arising should not be on the agenda (the public have to know exactly what you are discussing and a specific motion stated).
- AOB should not be on a Council agenda (the public have to know exactly what you are discussing and a specific motion stated).
- Any councillor who gives their apology for a meeting needs to give a reason why. 'Personal' or 'Business' is all that is needed in order to protect personal information.
- Supporting information should accompany all agendas and be published, unless it is confidential information such as personal information relating to staff, or commercially sensitive.
- Date of next meeting should be on agendas.
- The finances should be included in the agenda pack so the public are fully informed and have the opportunity to put questions to Council. All payments should also have a power to spend next to them which I have now added.

I always add the initials of the person who has requested the agenda item so it is clear at the meeting who proposed it, and who can speak to the motion.

Pavilion

As agreed last meeting, Alliance Heating are visiting the Pavilion on 05.10.22 to service the heating system and issue a gas safety certificate, and provide the legionella risk management.

When I first visited the office it was difficult to see which building was the Councils. I asked the Admin Officer to cost a sign but we have found the old one. We assume it was taken down as it has an old telephone number on it. We are going to see if the maintenance contractor can cut the bottom off so the telephone number is removed.

Christmas Fayre

The Admin Officer is working really hard on the fayre and we have many enquiries for stands. The road closure application has been submitted to WBC.

Resident Survey

The survey has been printed and delivered to Cllr Fenwick who has arranged delivery to every household, and passed to the school to distribute. The survey has been advertised on the website, Facebook pages, and to local groups/organisations. I need to collate the responses before the strategy meeting in October.

Strategy Day – 8th October, John Cumber Hall

I have confirmed the details with HALC. La Baguetterie will be catering for lunch and I will arrange for refreshments. There will be 8 councillors and myself attending.

Meeting regarding Car Park

A meeting is being arranged as agreed last meeting.

Facebook Analytics

Regular posts are being made on Facebook via myself and Zoe. The page is growing but we need to continue to make the page the place residents go for information (those who are online). Regular informative posts will ensure that the page continues to grow and we can improve communication with residents even further.

Page Overview

See

Followers: 483

Last 28 days

Post reach

2,172

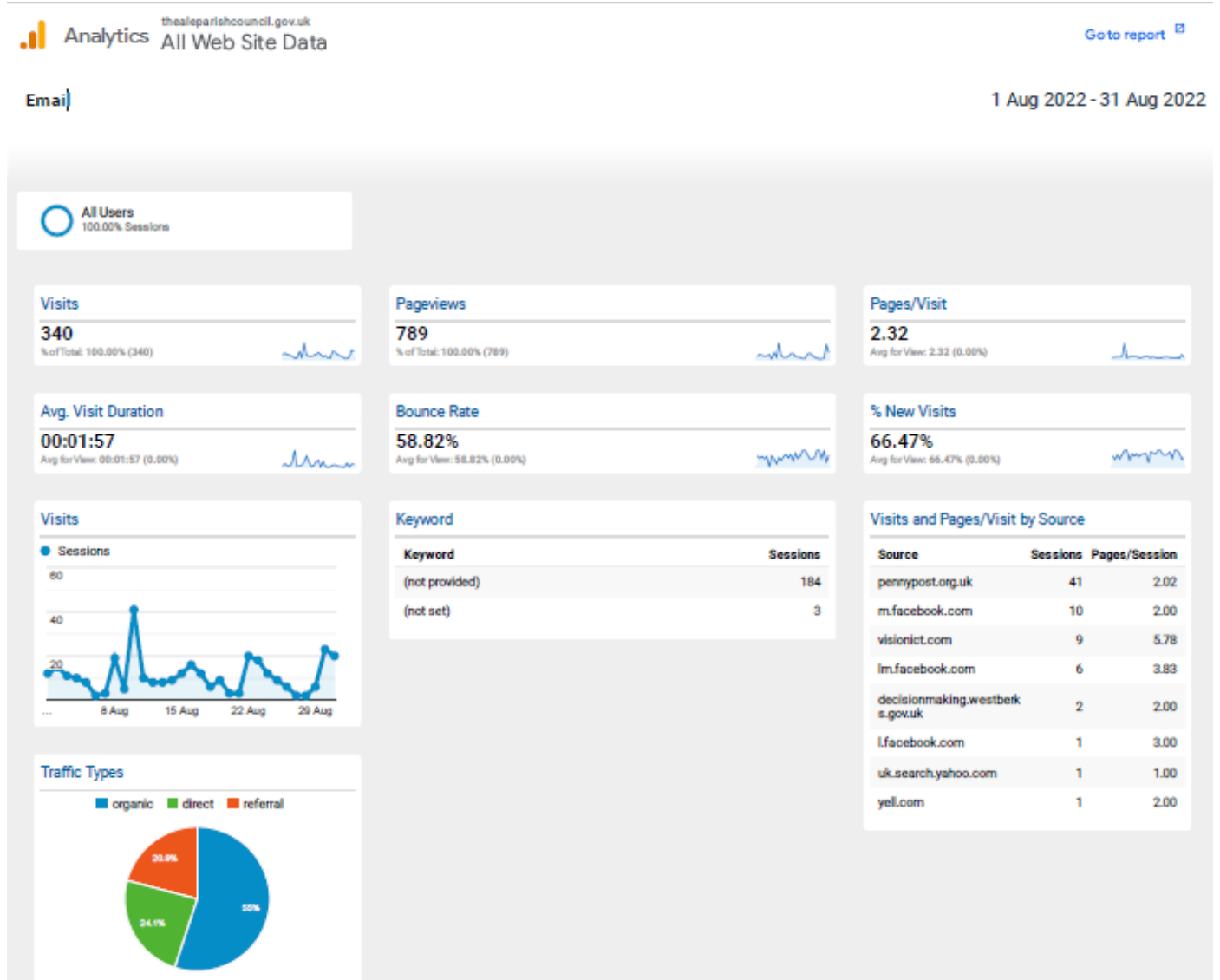
Post Engagement

1,032

New followers

5

Website Analytics – August 2022



AGENDA ITEM 8 – COMMITTEES & WORKING GROUPS REPORTS

“Theale Steps Into Christmas” Event Planning Update

- Residents and business have received written notification of the event and the planned road closure
- Businesses have received written notification of the window competition
- Posters are still under design and discussion

- Next planning meeting will be scheduled for later in the month of October

AGENDA ITEM 8 – COMMITTEES & WORKING GROUPS – OPEN SPACES COMMITTEE MEMBERSHIP

The Open Spaces Committee currently consists of all councillors. It is recommended that Council review and reduce the membership. Reasons:

- If every councillor attends a meeting it is a Full Council meeting.
- There can be implications, for example, committees have different powers to Full Council so it may mean that a committee meeting can or cannot decide on something, or it then goes to Full Council (the same people) but a different outcome is resolved. This is subject to what is stated in the Terms of Reference, however, it is not good practice.
- Committees are formed to relieve work from Full Council so if Full Council are involved there is not a need for a committee.

NALC have confirmed that a committee should not be made up of Full Council Members – “Paragraph 19 of the legal topic note concerning committees states that there is no lawful reason why council's cannot appoint themselves as a committee. This means that all members of the council would be on the committee. However, it is the view of NALC, and supported by Knowles, that this should not be done in practice, stating that "a committee of the whole council cannot by definition be a committee of the parent body".

Options:

- a. Reduce the size of the committee
- b. Dissolve the committee and return this to full council for this year
- c. Leave as is (although this is not considered good practice it is not illegal)

- (a) needs members to either resign or we re-elect the committee
- (b) is what we have in practice
- (c) ignores the good advice we have

It is recommended that Members consider if they are willing to step down from the committee. It is usual for committees to have 5-7 members.

Locum Clerk

AGENDA ITEM 8 – COMMITTEES & WORKING GROUPS NOTES / MINUTES

Finance Committee meeting draft minutes of meeting held on 05.09.22:



An ORDINARY meeting of the FINANCE COMMITTEE of THEALE PARISH COUNCIL was held on Monday 5th September 2022 at 7.00pm in the Pavilion, Englefield Road, and was attended by the following:

Chairman: Cllr Clifford
 Parish Councillors: Cllr Gallop, Cllr Hopcroft

In Attendance: 0 members of the public

Locum Clerk: Mrs S. Haywood

ITEM	MINUTE	VOTE / ACTION
FIN/1/22/23	APOLOGIES / DECLARATIONS OF INTEREST / DISPENSATIONS	
	None received.	
FIN/2/22/23	QUARTERLY FINANCIAL UPDATE	
	<i>Cllr Fenwick joined the meeting.</i> IT WAS RESOLVED that Committee accept the bank reconciliations and note the bank statements as at 30.08.22. Committee to be provided with a statement showing how much is owed for gas due to the supplier not taking the direct debit payments for a substantial period. Committee noted that a new direct debit mandate has been signed and sent to the supplier. IT WAS RESOLVED that Committee accept the income & expenditure statements and trial balance as at 30.08.22.	Proposed:PC All in favour Clerk Proposed:PC All in favour
FIN/3/22/23	BUDGET REVIEW	
	IT WAS RESOLVED that the 2022/23 budget be reviewed as follows: <ul style="list-style-type: none">• The administration salaries budget to be reduced by £5k to allow for no Clerk in post for 1-3 months.• The consultancy budget to be increased by £12k to allow for Locum Clerk services.• The defibrillator budget to be increased by £200 to allow for annual servicing, pads, and battery costs.• Budget to be reviewed again following the strategy day.	Proposed: RG. Seconded: IH. All in favour Clerk

The meeting closed at 7.14 pm.

Chairman Date:

AGENDA ITEM 8 – COMMITTEES & WORKING GROUPS – STAFFING COMMITTEE MEMBERSHIP

Current members: Cllr Clifford, Cllr Coker, Cllr Fenwick, Cllr Gash.

Cllr Paul wishes to join the Committee. The Terms of Reference do not state a minimum and maximum number of members.

AGENDA ITEM 9 – GOVERNANCE DOCUMENTS – DEATH OF A SIGNIFICANT FIGURE POLICY



DEATH OF A SIGNIFICANT FIGURE POLICY

Purpose

The purpose of this policy is to confirm the protocol to mark the death of a senior national figure or local holder of high office.

Introduction

This guidance has been made available for a procedure to follow upon the death of the Sovereign, other senior members of the Royal Family, senior national figures or local holders of high office. It has been drawn up with reference to published guidance from the Royal Household and the Government.

This protocol should be implemented by the Clerk, or the Chairman in the absence of the Clerk. Plans to mark the death of the Sovereign or senior member of the Royal Family must only be implemented after a formal announcement has been made by the Royal Household.

This protocol sets out the action to be taken in the event of the death of:

- HM The King
- HRH The Prince of Wales
- HRH The Duchess of Cornwall
- HRH The Duke of Cambridge
- HRH The Duchess of Cambridge
- HRH Prince George of Cambridge
- HRH Prince Henry (Harry) of Wales
- HRH Princess Charlotte of Cambridge
- HRH Prince Louis of Cambridge
- HRH The Duke of Sussex
- HRH The Duchess of Sussex
- HRH The Duke of York
- HRH The Princess Royal
- HRH The Countess of Wessex
- The Prime Minister
- The Theale Member of Parliament
- A serving Member of the Parish Council

The protocol will only be implemented following an official announcement. Upon notification, the Clerk will advise all Members that the protocol is to be implemented.

Protocol

Upon the announcement of the death of a significant figure, the Council will:

- Ensure any appropriate dark page is placed as the front page on the Council website, with the official photograph where applicable. The figures name, date of birth, date of death is to appear with the photo. A commemorative statement from Council may also be placed on the page.
- The Church will be contacted to liaise regarding a Book of Condolence. If the Church are not proposing a Book of Condolence then the Council will purchase one and place in a prominent place within Theale. It is recommended that the book be placed in the Church, with their permission. Should permission not be granted, Council to place the book at the Parish Council Office.
- Any Council owned union jack flags in and around Theale to be flown at half mast. Any other flags to be removed during the mourning period. If the death falls on St George's Day or the period of mourning includes St George's Day, the St George flag may be flown at half mast.

Proclamation

In the case of the death of the Sovereign, the day following the death will be the Proclamation Day (the day when the new Sovereign is proclaimed).

The funeral of the Sovereign usually takes place 10 days after the day of death. For other senior members of the Royal Family, the funeral usually takes place eight days after the day of death.

Parish Councils are not required to read a proclamation. It is recommended that the Church is contacted to ask if they are reading the proclamation, and whether any special service will be held. If so, the Council can then promote this.

The proclamation is read in London on Proclamation Day, followed by it being read in Belfast, Edinburgh and Cardiff.

Official Photographs

Downloadable images of the Royal Family are available from www.royal.gov.uk.

Dark Page

The website provider needs to be contacted to arrange for a dark page to be placed as the front page of the website.

The Chairman, or Vice-Chairman in the absence of the Chairman, will provide a statement to the Clerk to be placed on the dark page expressing the sadness of the Council and people of Theale at the news of the death. The statement will confirm that flags will be flown at half mast (if flags are in place), and will give details of the Book of Condolence (if applicable).

On the death of any other significant person, the Clerk will discuss with the Chairman whether an e-Book of Condolence should be opened on the Council's website.

Focal point for grief

Upon the death of a member of the Royal Family or a senior national figure, residents may wish to visit a designated area as a focal point for grief. This may be to lay flowers and other tributes as well as to reflect and remember. The Clerk to contact the Church to ascertain if a special service will be held and if so, to advertise the details on the website, social media, and noticeboards.

Meetings / Events during the Mourning Period

From the day of death until the day after the funeral, Council should give careful thought as to whether it is appropriate for any meetings or events to go ahead.

It is usual for no meetings to be scheduled during the mourning period, and no agendas should be issued.

Observance of Silence

Should a meeting have already been arranged and Council agree that it should proceed, the meeting should start with a minute silence for reflection.

When the death of a senior member of the Royal Family is to be marked by a minute silence, an announcement will be made by Buckingham Palace.

Adopted at the Parish Council meeting held on 03.10.22
Review date: October 2024

AGENDA ITEM 9 – GOVERNANCE DOCUMENTS – THIRD PERSON REFERENCE

In order for Council to be current and politically correct it is suggested that all Council policies and procedures are checked for and updated where necessary. For example:

Chairman	Chair
Vice-Chairman	Vice-Chair
Her/him	they
She/he	they

Locum Clerk

AGENDA ITEM 10 – PLAY PROJECT – ADDITIONAL COSTS

The original quote received from Proludic is 5 months old. A lot of the delay has been down to the length of time it has taken WBC to grant planning permission. WBC did send queries on the application which Proludic responded to immediately. Due to the length of time taken, and the current economic climate the costs has now risen. Proludic have advised:

“Phase 1 total: £126,087.69

Phase 2 total: £139,459.51

New overall discount: £17,193.39 + £23,348.05 = £40,541.44

Previous overall discount: £40,541.44

Difference in discount: £0.00

New grand total: £265,547.20

Previous grand total: £253,148.78

Difference: £12,398.42

Important points to reiterate about the Phase 2 costings:

- *Our profit margin has not increased across the two phases and we have kept the discount level consistent across the two quotes.*
- *Equipment and installation costs have all increased. These are dictated by global rising costs in fuel and raw materials.*
- *The wet pour has risen greatly since the period when the original quote was assembled. These prices are set by 3rd party suppliers responding to the increase in costs of oil-based products. We have also lost economies of scale offered by surfacing companies by splitting out the project into 2 phases.*
- *General groundworks costs have remained similar with only a slight rise in some of the rates. We have leant heavily on our installation contractors to achieve favourable rates.*
- *Previously only one set of Prelims and one inspection cost were required, while two sets of Prelims and inspection are now required.*

If no additional funding is available, Proludic are committed to working with you to deliver the projects on budget and if a small redesign / further re-quote is required, we can proceed in this way."

WBC were contacted to see if their £100k grant could be increased to cover the additional costs as it is down to the time taken for planning to consider the application. Unfortunately, the maximum grant is £100k so they will cannot consider an increase. I also contacted BCF but they have no open funds applicable at present.

I would recommend that Council approve the additional costs but I also continue to try and locate further grant funding.

Locum Clerk

AGENDA ITEM 10 – PLAY PROJECT – REMOVAL OF BENCH

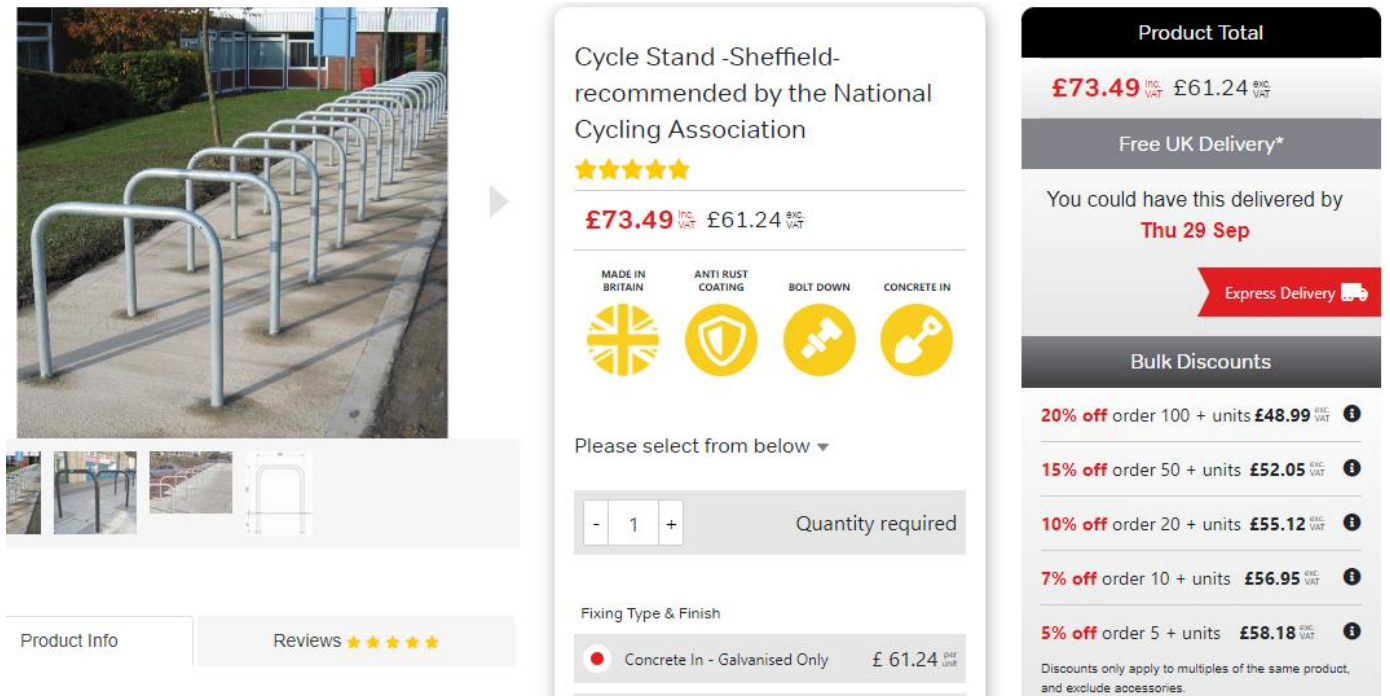
The pathway into the church will remain accessible during the build apart from when the contractor builds the new path. We all agreed that the very old bench by the playground is out of keeping and should be removed. It is not a memorial bench. The maintenance contractor and Proludic both say they are happy to remove it. New seating is planned within the project so the loss of this bench will not be an issue.

Locum Clerk

AGENDA ITEM 10 – PLAY PROJECT – BIKE STANDS

WBC have stipulated in the planning permission that bike stands need to be provided. Council need to decide upon the type of stand, location, number of stands, and cost. The Chairman has proposed to Proludic that they sponsor the stands and display their name. Proludic will need a formal request from Council in order to consider this.

The cost of surface mounted stands bolted to the ground are from £50 each upwards. Example <https://www.barriersdirect.co.uk/secure-bike-parking-c1017/bike-stands-c1196/cycle-stand-sheffield-recommended-by-the-national-cycling-association->



The screenshot shows a product page for 'Cycle Stand - Sheffield'. On the left is a large image of a row of silver metal cycle stands outdoors. Below it are three smaller thumbnail images. The main product area contains the following text: 'Cycle Stand - Sheffield - recommended by the National Cycling Association', a five-star rating, and a price of £73.49 (inc. VAT) with a crossed-out price of £61.24 (exc. VAT). Below the price are four icons: 'MADE IN BRITAIN' (Union Jack), 'ANTI RUST COATING' (shield), 'BOLT DOWN' (wrench and bolt), and 'CONCRETE IN' (shovel). A dropdown menu is set to 'Please select from below' with a quantity of 1 and a 'Quantity required' label. Under 'Fixing Type & Finish', there is a radio button selected for 'Concrete In - Galvanised Only' at a price of £61.24 per unit. On the right side of the page, a 'Product Total' box shows £73.49 (inc. VAT) and £61.24 (exc. VAT). Below this is 'Free UK Delivery*' and a delivery date of 'Thu 29 Sep' with an 'Express Delivery' button. A 'Bulk Discounts' section lists: 20% off order 100+ units (£48.99), 15% off order 50+ units (£52.05), 10% off order 20+ units (£55.12), 7% off order 10+ units (£56.95), and 5% off order 5+ units (£58.18). A note states: 'Discounts only apply to multiples of the same product, and exclude accessories.'

Chairman/Locum Clerk

AGENDA ITEM 11 – JOHN CUMBER HALL MANAGEMENT FEE

The Hall currently has £3k in the bank. The quarterly management fee is £1,750 and this is now due. Due to Covid, bookings are still low so do Council wish to provide some temporary relief?

Locum Clerk

AGENDA ITEM 12 – FACEBOOK ACCESS & SOCIAL MEDIA POLICY

The current Social Media Policy states that content is to be uploaded by the Clerk. This is best practice, however, there will always be times when the Clerk is not available, for example, due to ill health or annual leave. Due to the Locum Clerk and the Administration Officer on annual leave w/c 19.09.22, and Cllr Fenwick having a lot of event information to post, Cllr Fenwick was given access to the Facebook page in order to cover the annual leave. This was particular necessary as there may have been a need to post regarding the Queen's passing during the week. The Chairman would also like access.

Social media content should be relevant, current and regularly maintained so I feel it appropriate for the Chairman and Vice-Chairman to also have access and post when applicable. There may also be comments from the public which need a response in a reasonable timeframe. The suggested revised policy below incorporates this change plus expands on usage to give the Council better protection.

Please note that the Clerk is working in conjunction with Cllr Fenwick with regards to posts so has an overview. The planner within the Facebook page is being used to schedule posts so we know what is being posted and when. This ensures a good plan is in place to ensure regular informative posts that will help to build communication with residents.

Locum Clerk

Current Social Media Policy:

Social Media Policy

1 Introduction

This policy applies to all Theale Parish Council Officers and Members.

2 Policy

1. The only Council social media presence shall be the official Theale Parish Council website.
2. This website shall be administered, and content uploaded, by the Proper Office of the Council.
3. Members may propose suggested content for the website.
4. There shall be no other Council social media presence until such time as agreed by the Council.

Theale Parish Council Officers and Members who use social media in a private capacity must take care not to give the impression that they are representing the Council, or its views, in any way. Officers and Members should direct enquiries of the Council to the parish office.

Theale Parish Council policies, the Code of Conduct and all other relevant legislation shall apply to the social media activities of Officers and Members, including activities undertaken on personal social media accounts.

3 COVID-19

Whilst council meetings are held remotely the COVID-19 pandemic, the council shall have a YouTube account to upload meeting recordings to the council's website.

Proposed Social Media and Online Policy:



Social Media and Online Policy

1. Introduction

1.1 This policy covers the use of social media, including social networking websites such as Twitter, Facebook, LinkedIn, and YouTube, content communities, websites, and blogs.

1.2 The policy aims to:

1. Ensure that the Council and its employees are protected when using social media.
2. Establish the principles of use of social media by Theale Parish Council employees, Councillors, and volunteers.
3. Provide clear standards of conduct for staff and Councillors when using social media.

1.3 Online behaviour should not differ from offline behaviour, specifically when reference is made to the Council in any context. Users of social media and other websites must realise that what is published has the potential to be accessed for many years, even after the original content has been removed. The Computer Misuse Act introduced 3 criminal offences: unauthorised access; unauthorised access with intent to commit a serious offence; and unauthorised modification of computer material.

1.4 This policy must be complied with, if not disciplinary action may be taken which could ultimately result in dismissal for staff and in a Code of Conduct complaint for Councillors.

2 Scope

This policy applies to all employees, Councillors, and volunteers of Theale Parish Council.

3 Social media

3.1 The Council encourages interaction with its residents, partner agencies, and community groups. If using social media for this purpose staff, volunteers and Councillors must act responsibly and respectfully and ensure that information used is accurate. They must be aware of the image being presented when representing the Council. All Council owned social media accounts and posts should be approved and monitored by the Clerk. Accounts remain under the ownership of the Council at all times.

3.2 Social media should never be used in a way that breaches any other Council policies or expected standards of behaviour.

3.3. It is important to use extreme caution if disclosing any personal information, as this could lead to identity theft, etc.

3.4 Copyright and data protection legislation should be adhered to.

3.5 If you break the law online you will be personally responsible.

3.6 If you are approached by the media regarding any content you have published, you must not respond until you have consulted the Clerk.

3.7 Social media should be used positively to project a good image. It is a powerful tool which can be hugely beneficial and provide valuable opportunities to do this. The use of social media should not involve unprofessional or inappropriate content and must not interfere with Council employees' duties or performance.

3.8 Employees, Councillors, or volunteers may be required to remove content which is considered to breach this policy and any information that will bring the Council into disrepute is not to be discussed, referred to or stated on any internet website or any other social media channel. The Clerk and Chairman have the authority to remove any content they feel unsuitable immediately.

3.9 References must not be provided for employees (current or previous employees) on social networking sites as they may be attributed to the Council and create a liability for both the content author and the Council. Internet searches carried out for the formal assessment of candidates for recruitment are not permitted.

3.10 Council employees, Councillors, and volunteers who work with vulnerable adults or children must not use social media either to make social contact with such individuals or to accept invitations from such individuals through social media. This also applies to friends or family of those individuals.

3.11 Although postings should be made by the Clerk, there may be times when the Clerk is unavailable. Therefore, the Chairman and the Vice-Chairman may be given access to the Council's social media accounts for them to post.

4.Social media – personal use

4.1 It is wise to approach social networking with a degree of caution as you are joining a global community. Whilst it can have considerable benefits, it can also provide access to individual's personal details from undesirable people/sources. Common sense should be applied - if you are concerned or uncertain about the appropriateness of any statement then you should not post or publish it. It is easy to publish something inadvertently that cannot be retrieved, and that can have far-reaching consequences.

4.2 When using social networking websites, it is important for Officers and Councillors to:

- Be aware that the image portrayed could adversely affect the Council's image
- Use a disclaimer
- Know their obligations (policy, rules etc)
- Be respectful.
- Use privacy controls - take the time to set these appropriately to ensure the right level of privacy protection is applied for you (the default settings vary from network to network).

The Nolan Principles should be followed at all times: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

4.3 Employees, Councillors, and volunteers must make it clear when publishing content online that they are speaking on their own behalf by writing in the first person and by using a personal email address. Remember that what is published has the potential to be accessed for many years, even after the original content has been removed. Councillors should be particularly careful as even though being a Councillor should never be mentioned when posting online, a member of the public may know you are a Councillor and may relate your posting to that of the Council or you as a Councillor. The Code of Conduct states that 'This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when 'Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor' and applies to all forms of communication and interaction, including: in electronic and social media communication, posts, statements and comments.

4.4 Information or remarks that will bring the Council into disrepute are not to be discussed, referred to or stated on any internet website or online tool. The Council recognises that certain comments can amount to 'protected disclosures' under whistleblowing laws, which could give protective rights to employees.

4.5 Publishing personal content should not be made using any Theale Parish Council email addresses or logos unless on a Council authorised site and with the permission of the Clerk.

4.6 When communicating with colleagues over social media sites, you are reminded to be respectful and to comply with the Council's Code of Conduct. It is important that you ensure that you avoid the use of

swearing or inappropriate language that has the potential to offend others.

4.7 The internet is merely a facility and the approach to dealing with unacceptable behaviour should not differ because it is carried out online rather than offline.

4.8 Individuals (including service users, employees or their families) must not be named, described nor have their photos published on any website, without their express permission being given.

4.9 Cyber-Bullying means 'any use of information and communications technology to deliberately carry out hostile postings to distress another person'. As with any other form of bullying - this is not tolerated and will be dealt with under the Grievance Policy, Bullying and Harassment Policy, or Managing Employee Performance Policy.

Do:

- Watch out for defamatory or obscene posts from others on any blog or page and remove them as soon as possible or report them to the relevant administrator(s) to avoid any perception that you condone such views.
- Set appropriate privacy settings for any networking site used.
- Ensure Council computers, networks, and WiFi are used in accordance with this policy.
- When making political points, avoid being specific or personal about Councillors of the local community or other Theale Parish Councillors. Making political comments should be avoided.

Do not:

- Post comments that you would not be prepared to make in face-to-face contact.
- Comment in haste.

Never:

- Post comments that are in breach of the Council's Equality and Diversity Policy or that incite violence or hatred.

5. Guidance for Officers and Councillors on the use of social media and websites

5.1 Officers and Councillors should be familiar with the terms of use on third party platforms e.g. Facebook - and adhere to these at all times.

5.2 No Council-related information should be published that is not already known to be in the public domain i.e. available on the Council's website, contained in minutes of meetings, stated in Council publicised policies and procedures, or approved by the Clerk.

5.3 Information that is published should be factual, fair, relevant, and transparent.

5.4 Officers and Councillors must be mindful that information published in this way may stay in the public domain indefinitely, without the opportunity for retrieval/deletion.

5.5 Copyright and data protection laws must be adhered to at all times.

5.6 Conversations or reports that are meant to be private or internal must not be published without permission.

5.7 When referencing external organisations, include the original source wherever possible.

5.8 Do not publish anything that would be regarded in the workplace as unacceptable.

5.9 Officers and Councillors must remember that they are ambassadors for the Council and should always act in a responsible and socially aware manner.

5.10 Facebook pages are to be set up and operated to only allow the administrators to post or approve posts on Theale Parish Council Facebook page.

5.11 Facebook comments are to be monitored and moderated by Officers to ensure they do not breach the published Community Standards (see bullet point below) or contravene Theale Parish Council's policies. Any comments that do, are to be removed and the offending Facebook user will be blocked. Any Officer, Councillor, or volunteer who becomes aware of offensive comments online has a responsibility to inform the Clerk immediately.

5.12 Any comments posted on social media and online should conform to the Council's Online Community Standards:

'In keeping a positive experience, administrator(s) reserve the right to take down photos, comments and other material deemed unproductive to the Council's purpose. This includes, but is not limited to, vulgar language, disturbing photos, angry or aggressive behaviour towards others, and posting anything in violation of any intellectual property right of another. If someone uses offensive behaviour, or violates these rules, they will be blocked from further participation.' Staff and Councillors should adhere to Council policies at all times and the expected standards of behaviour.

6. Other considerations

6.1 The Clerk may need support and guidance in dealing with issues of non-compliance with this policy (HR advice can be sought following agreement from the Chair of the Employment Committee and Chair of Council as such services are chargeable).

6.2 Regulations, protocols and procedures will need to be developed as necessary to protect the Council's ICT systems.

All information on social media is subject to Freedom of Information requests so Councillors and staff should be aware of the Council's liabilities when using social media at work or in their personal life.

7. Useful Reference

<https://saferinternet.org.uk/>

AGENDA ITEM 13 – CIVILITY & RESPECT PLEDGE

NALC are attempting to address the bullying that occurs in many Councils and are encouraging all Councils to sign up to the Civility & Respect Pledge.

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has committed to training councillors and staff.	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment if and when it happens.	

Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	

Locum Clerk

AGENDA ITEM 14 – GRANT APPLICATION

Grant Application Form

Name of organisation	
Parenting Special Children	
Contact name	Joanna Lavelle
Position	Finance Manager
Address	11 Glebe Road, Reading, RG2 7AG (office address, working across Berkshire)
Postcode	RG2 7AG
Telephone	██████████
Email	accounts@parentingspecialchildren.co.uk
Website (if applicable)	www,parentingspecialchildren.co.uk
Is your organisation a registered charity?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If YES, please provide charity number	1141172
Brief description of your organisation, its aims and its mains activities	
<p>Parenting Special Children (PSC) is a Berkshire-based charity which provides specialist support services to vulnerable families of children and young people with special needs, disabilities and early life trauma. The families we support care for children who face complex challenges, disability, neurodiversity, physical and mental health diagnoses, neglect, abuse and other adverse childhood experiences (ACEs). Our aim is to improve the well-being of parents/carers so they are better able to support their children. We also work directly with the children and deliver training to the professionals that work with them.</p>	

Please provide the number or percentage of members that belong to your organisation and live within Theale Parish	
We have 20 families on our database who are residents of Theale Parish who have accessed our services, thus the total number would be much higher as it includes the child, their siblings, parents/carers and often extended family members. All of these families would be able to benefit from the new project, as well as any other families who live in the parish who may need the charity's support.	
Details of any restrictions placed on who can access your organisation's services	
All of these families would be able to benefit from the new project and all of the charity's services, as well as any other families who live in the parish who may need the charity's support. The majority of our courses and events, or have a nominal charge.	
Project for which the grant is required	
We have been selected for a 25k in a day Funding Campaign run by The Greenham Trust and the Good Exchange meaning that for every £1 donated they will double match to £5 up to £25,000. £100 donation will mean £500 for the charity. Funding will enable the charity to support families of children/young people with special educational needs and disabilities including children in foster care and adopted who have faced early life trauma. £5K becomes £30K! - Greenham Trust	
How will this project benefit the parishioners of Theale?	
Families living in the parish of Theale who have children and young people who have experienced early life trauma, including children in foster care or who have been adopted due to a variety of reasons, neglect, abuse would benefit from this project. Also families who have experienced poor life experiences and need more specialist support to enable their family to thrive and avoid breakup of families.	
Total cost of project	£31,430
Amount of grant requested	£100
Have you received, applied or intend to apply for funding from any other source(s) for this project?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If YES, please provide details including: name(s) of organisation(s), amount(s) requested and success/failure of application(s)	
As a charity we are constantly applying for funding to ensure that we meet the growing need from families for specialist support. We will therefore be applying for funding from a range of local and national funders in order to secure the funding we need for the project.	
How much of the total cost of the project does your organisation intend to raise itself and how?	

We need to raise £5,000 on the day of the match funding campaign, 27th October so we are looking for donations and grants to reach this target and get the full amount of £31,250 (including gift aid) to be able to fund our project.

AGENDA ITEM 16 – CORRESPONDENCE RECEIVED

Emails received:

- WBC. Confirmation that Volker Highways Ltd will be undertaking essential highway drainage investigations on Meadow Way, from Station Road to 20m west of Mulberry Way, prior to carriageway resurfacing as shown on the enclosed plan. Work is programmed to go ahead between the hours of 8:00am and 5:00pm on 22 and 23 September 2022. (Emailed: Members, Facebook)
- Connecting Communities in Berkshire. Community led housing webinar. 21.09.22 7pm. (Emailed:Members)
- Upstream. Autumn newsletter 101 (Emailed:Members)
- Tilehurst Parish Council. Draft Neighbourhood Plan for comment. (Emailed:Members)