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Tuesday 9th May 2023

To all members of the parish council, you are summoned to attend the Annual Meeting of Theale Parish Council to be held on Monday 15th May 2023 at 7:30pm in the Peter Gooch Room, Pavilion, Englefield Road, RG7 5AS.

Regards

Di Hughes
Operations Manager/Clerk to Theale Parish Council

AGENDA

WELCOME & INTRODUCTIONS

1. ELECTION OF CHAIRMAN & VICE-CHAIRMAN

- a. To elect the chairman of the council for the period until the next annual meeting and for the elected chairman to declare acceptance of office.
- b. To elect the vice-chairman of the council for the period until the next annual meeting and for the elected vice-chairman to declare acceptance of office.

Members to nominate candidates for election. The council then votes for those nominated and willing to stand.

2. APOLOGIES

Council to receive apologies and reasons for absence.

3. 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.

4. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

- a. Council to approve and sign the minutes of the ordinary council meeting held on 03.04.2023.
- b. Council to receive matters arising and actions from the previous minutes.

5. APPOINTMENT OF COMMITTEES

- a. Council to appoint members to the Finance Committee
- b. Council to appoint members to the Staffing Committee

6. COMMITTEES & WORKING GROUPS - Appendix 1

Council to consider & decide on other committees/sub committees/working groups required for this term of office.

7. REPRESENTATIVES ON OUTSIDE BODIES

Council to appoint members as representatives on the following outside bodies:

- a. AWE Local Liaison Committee
- b. Theale Rail Sidings Liaison Committee
- c. Dr Ellerton's Charity
- d. Tilehurst Poorlands Charity (Trustee)
- e. Theale Village Hall Committee
- f. Neighbourhood Action Group

8. COUNCILLORS TRAINING COURSES

Council to approve and authorise spend for Councillors to attend relevant HALC training courses:

<https://www.hampshirealc.org.uk/the-knowledge-and-core-skills-for-councillors/>

9. ELECTRONIC EQUIPMENT, POLICY & IT SUPPORT CONTRACT

- a. Council to receive and adopt new use of electronic equipment policy.
- b. Issue Councillors with new IT equipment and advise of purpose.
- c. Council to consider Clerk recommendation with regards to ongoing IT support/contract.

10. MONTHLY REPORTS

- a. Council to receive a monthly report from the Chair.
- b. Council to note the weekly reports received from the Clerk.
- c. Council to receive a report from the District Councillor.

11. OPEN MEETING & PUBLIC FORUM

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.

12. PLANNING MATTERS - Appendix 2

- a. Council to consider and decide upon planning applications received.
- b. Council to note the planning decisions received.
- c. Council to note the planning appeals received.
- d. Council to note the planning application correspondence received.

13. GROUNDS MAINTENANCE - Appendix 3

- a. Council to consider proposal with regards to the football pitches and open spaces.
- b. Council to consider proposal with regards to dog poo bins & litter bins.

14. SECURITY ON THE HIGH STREET

Council to discuss and decide what action can be taken to support the local businesses on the High Street following recent break ins.

15. CCTV POLICY REVIEW – Appendix 4

Council to consider proposal to review and update current CCTV policy.

16. CORRESPONDENCE RECEIVED

Correspondence is circulated to members as part of their weekly briefing. Council to note the correspondence received since the last meeting and discuss if needed.

17. CHRISTMAS LIGHTS CONTRACT

Update to members regarding the decision made at the Council meeting on the 9th January 2023.

The incorrect information was supplied at this meeting for the decision made. Members were advised that the early termination fee would be £800.00 but the actual termination fee will be £1198.77. The Clerk's recommendation is to remain with current contractor for the final year of the three-year agreement and source new supplier from 2023.

18. FINANCE AND ACCOUNTS – Appendix 5

- a. Council to note the income received in the last month.
- b. Council to consider and approve invoices for payment.
- c. Council to note payments made by the Clerk outside of meeting using delegated powers.
- d. Council to note and approve the monthly regular DD/SO payments made in the last month.
- e. Council to note the credit card payments made in the last month.
- f. Council to note internal transfers made in the last month.
- g. Council to note the bank balances as at 10.05.2023.

19. DATE OF NEXT MEETING

- a. Council to note the Finance Committee meeting will take place on Monday 5th June from 7.00pm
- b. Council to note Ordinary Council meeting will take place on Monday 5th June from 7.30pm.

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