

# Notice of Meeting

## Full Council

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Notice Date: 3 April 2024

### Members of Binfield Parish Council

Cllrs Steve Collett, Paul Day, Katie Dover, Hilary Doyle (Chair), Dave Ellis, Mark Feazey, Andy Fish, Katherine Giles, Ian Leake, Amanda McLean and Kiran Meka.

Dear Councillor

You are hereby summoned to attend a meeting of BINFIELD PARISH COUNCIL to be held on **Tuesday 9 April 2024** commencing at **8:00pm**. This meeting will be held in the meeting room at the Parish Office, Benetfeld Road, Binfield, RG42 4EW. The public and press are most welcome to attend.

Yours sincerely

A handwritten signature in black ink that reads "Ceri Rance".

Ceri Rance

Clerk to Binfield Parish Council

**Binfield Parish Council**, Parish Office, Benetfeld Road, Binfield, RG42 4EW  
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# Agenda

## Meeting of Binfield Parish Council



The meeting will be held at Binfield Parish Council Office at 8pm on Tuesday 9 April 2024

<b>No.</b>	<b>Item</b>	<b>Page</b>
1	<b>Apologies for Absence</b>	
2	<b>Declarations of Interest</b> To declare any interests in relation to matters to be considered at this meeting.	
3	<b>Public Participation</b> The meeting will be adjourned for 15 minutes which is set aside for the public to ask questions or make comments.	
4	<b>Minutes of Previous Parish Council Meetings</b> To Approve and Adopt the Minutes of the previous meeting.	
4.1	Council meeting held on 12 March 2024	
5	<b>Matters Arising</b> To consider matters arising from the Council meeting held on 12 March 2024	
6	<b>Committee Minutes</b> To Approve & Adopt the minutes from the following Committees:	
6.1	Staffing Committee – held on 26 March 2024	
6.2	Planning & Transportation Committee – held on 26 March 2024	
6.3	Amenity Committee – held on 2 April 2024	
7	<b>Recommendations from Committees/Working Groups</b>	
7.1	Staffing Committee – <i>(report attached)</i>	
7.2	Amenity Committee – <i>(report attached)</i>	
8	<b>Accounts</b>	
8.1	<b>Accounts 2023-24</b>	
8.1.1	<u>Payment Approval List</u> – to agree the payments due <i>(draft list attached, updated version will be tabled at the meeting)</i>	
8.1.2	<u>Projected Spend</u> – to receive the report to date for 23-24 <i>(updated version will be tabled at the meeting)</i>	
8.1.3	<u>CIL Update and Tracker</u> – to receive a report of the notifications received <i>(verbal update)</i>	
8.1.4	<u>CIL Annual Statement</u> – to receive the report covering the year end position.	
8.1.5	<u>Bank Statements and Reconciliations</u> – to review and sign the documents at year end.	
8.1.6	<u>4Q Payments Over £500</u> – to receive the report.	
8.1.7	<u>Internal Controller's Report</u> – to receive the report for year end.	
8.1.8	<u>Budget Review and Review of Reserves position at Year End</u> – to consider position at year end.	

**8.2 Accounts 2024-25**

- 8.2.1 Payment Approval List – to agree the payments due (*draft list attached, updated version will be tabled at the meeting*)

**9 Reports for Decision**

- 9.1 Repairs to Parish Building Roof – to approve a quote for repairs to the roof around the skylights which have been leaking during heavy rain. (*report included*).
- 9.2 CCTV Proposal for Parish Building – to consider installing CCTV around the Parish building on Benetfeld Road which will also cover Foxley Fields. (*report to follow*)

**10 Reports for Information**

- 10.1 Clerk's Report – summary of correspondence received and updates on any other items (*report included*).

**11 Future Agenda Items****12 Part II – Standing Order 3C**

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw.

- 12.1 Binfield Community Centre – to consider the latest updates regarding the centre and mobilisation plans (*report to follow*).
- 12.2 Open Spaces Contract & Management – to consider the open spaces contract and associated works (*report to follow*).
- 12.3 Foxes' Den Lease – to consider the draft lease and comment on the draft (*report to follow*)
- 12.4 Foxes' Den Rent Renewal – to consider rent from 1 April 24 until the new lease is agreed (*report to follow*)