

# Notice of Meeting

## Full Council

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Notice Date: 3 January 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 January 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 January 2024

No.	Item	Page
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|-----|--|--|
| 1   | <b>Apologies for Absence</b>   |  |
| 2   | <b>Declarations of Interest</b><br>To declare any interests in relation to matters to be considered at this meeting.                             |  |
| 3   | <b>Public Participation</b><br>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><br>To Approve and Adopt the Minutes of the previous meeting.                                  |  |
| 4.1 | Council meeting held on 12 December 2023   |  |
| 5   | <b>Matters Arising</b><br>To consider matters arising from the Council meeting held on 12 December 2023  |  |
| 6   | <b>Committee Minutes</b><br>To Approve & Adopt the minutes from the following Committees:  |  |
| 6.1 | Staffing Committee – 19 December 2023  |  |
| 6.2 | Planning & Transportation Committee – held on 19 December 2023   |  |
| 7   | <b>Recommendations from Committees/Working Groups</b>  |  |
| 7.1 | Staffing Committee – adoption of seven policies ( <i>policies included</i> ).  |  |
| 7.2 | Planning & Transportation Committee – adoption of the Developer Engagement Policy ( <i>policy included</i> ).                                    |  |
| 8   | <b>Accounts 2023-24</b>  |  |
| 8.1 | <u>Payment Approval List</u> – to agree the payments due ( <i>draft list attached, updated version will be tabled at the meeting</i> )           |  |
| 8.2 | <u>Projected Spend</u> – to receive the report to date for 23-24 ( <i>updated version will be tabled at the meeting</i> )                        |  |
| 8.3 | <u>CIL Update and Tracker</u> – to receive a report of the notifications received ( <i>verbal update</i> )                                       |  |
| 8.4 | <u>Quarterly Bank Reconciliations</u> – to receive the reconciliations and bank statements to 31 December 2023 ( <i>documents circulated</i> ).  |  |
| 8.5 | <u>Internal Controller Report</u> – to receive the report covering the third quarter 2023-24 ( <i>report included</i> ).                         |  |
| 8.6 | <u>3Q Payments Over £500</u> – to receive the report covering the third quarter 2023-24 ( <i>document attached</i> )                             |  |
| 8.7 | <u>Binfield Tennis Association Rent Renewal</u> – to consider a request from the association ( <i>document attached</i> )                        |  |
| 8.8 | <u>Foxes' Den Rent</u> - to consider rent whilst Lease is being redrafted ( <i>document attached</i> )   |  |

8.9 Internal Auditor – to consider a new Internal Auditor for 2024-25 (*report included*).

9 **Reports for Decision**

9.1 Annual Parish Meeting – to consider the format of the meeting scheduled for March 2024 (*report included*).

9.2 Biodiversity Statement – BPC are required to produce a statement for January 2024 followed by additional policies and objectives as soon as possible (*report included*).

9.3 Land for Sale – a piece of land is available to purchase in the north of the parish. Councillors need to decide if this is something they wish to investigate further (*report included*).

10 **Reports for Information**

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

10.2 Christmas Market Update – a report from the organiser has been prepared following the event which was held on Monday 4<sup>th</sup> December 2023 (*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 Deed of Variation – to consider completion of the document (*documentation has been circulated*).