

Notice of Meeting

Full Council



Notice Date: 8 May 2024

Members of Binfield Parish Council

Cllrs Steve Collett, Paul Day, Katie Dover, Hilary Doyle, David Ellis, Mark Feazey, Andrew Fish, Katherine Giles, Amanda McLean, Kiran Meka and Ian Leake

Dear Councillor

You are hereby summoned to attend a meeting of BINFIELD PARISH COUNCIL to be held on **Tuesday 14 May 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

Ceri Rance

Clerk to Binfield Parish Council

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Agenda

Meeting of Binfield Parish Council



The meeting will be held at Binfield Parish Council Office at 8pm on Tuesday 14 May 2024

No. Item

- 1 **ELECTION OF CHAIR** - to consider the election of Chairman
- 2 **ELECTION OF VICE CHAIR**
- 3 **DECLARATION OF ACCEPTANCE OF OFFICE - CHAIR** - to receive the Chair's Declaration of Acceptance of Office
- 4 **CHAIR'S ADDRESS**
(if appropriate, new Chairman takes Chair as outgoing Chairman retires)
- 5 **APOLOGIES FOR ABSENCE**
- 6 **DECLARATIONS OF ACCEPTANCE OF OFFICE - MEMBERS**- to receive Members' Declaration of Acceptance of Office
- 7 **DECLARATIONS OF INTEREST**
- 7.1 Registers of Interest – to receive updated Registers of Interest *(copies of required documentation previously circulated by the Deputy Clerk)*
- 7.2 Declaration of Interest for this Meeting – to declare any prejudicial or personal interest in matters to be considered at this meeting.
- 8 **PUBLIC PARTICIPATION**
The meeting will be adjourned for 15 minutes for public participation.
- 9 **ELECTION OF COMMITTEE REPRESENTATION** - *(Please Note: the Chair and Vice-Chair are automatically ex-officio members of these Standing Committees unless they state otherwise)*
- 9.1 Amenity Committee
- 9.2 Planning & Transportation Committee
- 9.3 Staffing Committee

Adjournment of Annual Parish Council Meeting to enable the four Committees to meet to elect their Chairs and Vice-Chairs.

- (i) Meeting of the Amenity Committee
Election of Chair
Election of Vice Chair
- (ii) Meeting of the Planning & Transportation Committee
Election of Chair
Election of Vice Chair
- (iii) Meeting of the Staffing Committee
Election of Chair
Election of Vice Chair

No. Item

Annual Parish Council Meeting reconvened

- 10 **ELECTION OF REPRESENTATION URGENCY COMMITTEE** (*following confirmation of Committee Chairmen and Deputy Chairmen*) – to include Chairman and Deputy Chairman of the Council, Chairmen and Deputy Chairmen of the three committees; advisory minimum 5 members)

Adjournment of Annual Parish Council Meeting to enable the Urgency Committees to meet to elect its Chair and Vice-Chair.

Meeting of the Urgency Committee

Election of Chairman

Election of Vice Chairman

Annual Parish Council Meeting reconvened

- 11 **COUNCILLOR INTERNAL CONTROLLER** – to consider the appointment and the duties of the role of Councillor Internal Controller (*currently Cllr McLean*) (*report included*)
- 12 **APPOINTMENT OF REPRESENTATIVES FOR 2024-2025**
To consider the representation of Binfield Parish Council on any Sub Committees, Working Parties or external organisations. (*report included*)
- 13 **MINUTES OF PARISH COUNCIL MEETINGS** - to Approve and Adopt the Minutes of the Parish Council held on 9 April 2024 (*document attached*)
- 14 **MATTERS ARISING** – to consider matters arising from Council meeting of 9 April 2024
- 15 **COMMITTEE MINUTES** - to Approve & Adopt the following Minutes: -
- 15.1 Planning and Transportation Committee - held on 30 April 2024 (*document attached*)
- 15.2 Urgency Committee – held on 18 April and 2 May 2024 (*documents attached*)
- 16 **RECOMMENDATIONS FROM COMMITTEE MINUTES** - to consider any recommendations made at the Committee meetings detailed in Agenda Item 16
- 17 **ACCOUNTS 2023/24**
- 17.1 Internal Auditor's Report
To receive and consider the Internal Auditor's notes and AGAR certificate for submission to the External Auditor with the 2023/24 Accounts (*report to follow*)
- 17.2 Internal Controller's Report – to receive the report for year end (*document attached*)
- 17.3 Annual Governance Statement 2023/24
To consider, agree and sign the Annual Governance Statement (*copy attached*)
- 17.4 Signature of Accounts 2023/24
To agree and sign the Annual Accounting Statement for the year ending 31 March 2024 for submission to the External Auditors, PKF Littlejohn (*copy included*)
- 18 **ACCOUNTS 2024/25**
- 18.1 Approved Budget - to approve an agreed list of payments as set out in the budget, to facilitate the ongoing work of the council (*report included*)
- 18.2 Subscriptions - to consider the list of subscriptions (*report included*)
- 18.3 Direct Debits - to consider the list of direct debits (*report included*)

No. Item

18.4 Payment Signatories – to confirm the Councillors to act as cheque signatories and/or payment authorisers (currently Cllrs Collett, Doyle, and Feazey)

18.5 Payment Approvals to approve payments (draft report attached, updated version will be tabled at the meeting)

18.6 Projected Spend - the latest predicted spend report for 2024/25 (draft included, updated version will be tabled at the meeting)

18.7 Budget Revision – to consider a budget revision (report attached)

19 Reports for Decision

19.1 Policies – to review and adopt policies and Terms of Reference of Committees and Working Parties

19.1.1 Standing Orders

19.1.2 Code of Conduct

19.1.3 Financial Regulations

19.1.4 Terms of Reference:

(i) Amenity Committee

(ii) Planning Committee

(iii) Staffing Committee

(iv) Urgency Committee

19.2 Grants – to consider the grants applications.

19.3 Kiosk Installation at BCC – to consider a proposal from BFBC to install an information kiosk at the BCC in the communal area.

19.4 Binfield Community Centre – to receive a report regarding the purchase of additional equipment and furniture and to approve the hire agreement and booking form.

19.5 Tennis Court Shrubs – members are asked to consider removing the shrubs from the borders and sowing grass seed.

19.6 Binfield Tennis Association Floodlights – to consider a letter and supporting correspondence regarding BTS intention to install permanent floodlights on the tennis courts.

20 Reports for Information

20.1 Clerk's Report – summary of correspondence received and update on any other items.

21 Future Agenda Items