

# Notice of Meeting

## Full Council

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Notice Date: 6<sup>th</sup> November 2024

### Members of Binfield Parish Council

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

Dear Councillor

You are hereby summoned to attend a meeting of BINFIELD PARISH COUNCIL to be held on **Tuesday 12 November 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*

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 12 November 2024

No.	Item	Page
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 8 October 2024	
5	<b>Committee Minutes</b> To Approve & Adopt the minutes from the following Committees:	
5.1	Planning Committee – held on 29 October 2024	
6	<b>Recommendations from Committees/Working Groups</b>	
6.1	<u>Staffing Committee</u> – to receive a recommendation regarding the recruitment of a Centre Manager at Binfield Community Centre.	
7	<b>Accounts 2024-25</b>	
7.1	<u>Payment Approval List</u> – to agree the payments due (draft list attached, updated version will be tabled at the meeting)	
7.2	<u>Projected Spend</u> – to receive the report to date for 24-25 (report attached)	
7.3	<u>CIL Update and Tracker</u> – to receive a report of the notifications received (verbal update)	
7.4	<u>Fund Transfers and Additional Payments</u> – to advise of movements of funds and payments made since the last council meeting	
7.5	<u>Other Financial Tasks Since the September Council Meeting</u> – to advise Council	
7.6	<u>Internal Controller Report</u> – to receive a report covering the second quarter 2024-25 (report to follow)	
7.7	<u>Interim Internal Audit</u> – to review report from Ms Claire Connell, Internal Auditor following her first review ( <i>report and document attached</i> )	
7.8	<u>2025-26 Budget</u> – to consider the draft budget for 25-26 ( <i>document attached</i> )	

<b>No.</b>	<b>Item</b>	<b>Page</b>
8	<b>Reports for Decision</b>	
8.1	<u>Binfield Memorial Hall Trustee Appointment</u> – following a meeting of the Memorial Hall trustees, the Parish Council has been asked to consider appointing a Memorial Hall trustee.	
8.2	<u>Request from Binfield Tennis Association</u> – Councillors are asked to consider requests from the BTA. They would like to install another storage unit on the tennis courts and have the overhanging branches cut back to prevent damage to the courts.	
8.3	<u>Grant Applications November 2024</u> – to consider all applications received.	
8.4	<u>Storage on Foxley Fields for BPC Equipment</u> – to consider the recommendation to purchase a storage unit for BPC equipment used during outside events.	
9	<b>Reports for Information</b>	
9.1	<u>Clerk's Report</u> – summary of correspondence received and updates on any other items.	
10.	<b>Future Agenda Items</b>	
11.	<b>PART II – Standing Order 3D</b>	
	<i>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. Public Bodies (Admission to Meetings) Act 1960 section 1 (2)</i>	
11.1	<u>Foxes' Den Lease &amp; Management Agreement</u> – to receive an update on the status of the draft documents.	
11.2	<u>Replacing a Council Chromebook</u> – a Councillor has accidentally damaged their BPC Chromebook.	
11.3	<u>Binfield Community Centre</u> – to receive an information report detailing the current situation regarding bookings and other associated matters.	
11.4	<u>Blue Mountain Allotment Site</u> – to receive and sign the land transfer documents for the allotment site off Wood Lane and to approve the specification for Contract Finder.	
11.5	<u>Open Spaces Contract</u> – to consider matters relating to the previous contract.	