



**Mrs Annemarie Edwards**  
Clerk of the Council

13<sup>th</sup> June 2017

To: All Members of Winkfield Parish Council

Dear Councillor

You are hereby summoned to attend a **Meeting of Winkfield Parish Council** to be held in Carnation Hall, Chavey Down Road, Winkfield Row, on **Tuesday 20<sup>th</sup> June 2017** at 7.30pm when it is proposed to transact the business specified in the Agenda hereto.

Yours sincerely

A handwritten signature in cursive script that reads 'A Edwards'.

Clerk of the Council

**This meeting will be conducted strictly in accordance with Standing Orders as adopted by Council in February 2015. In particular, all Councillors are reminded to acquaint themselves with paragraphs 11 (Rules of Debate) and 14 (Respect for the Chair).**

*In order to avoid interruptions to the business of the Council, Councillors, officers and members of the public are required to ensure that mobile phones are switched off before the commencement of the meeting.*

Prior to the commencement of the meeting a time not exceeding 10 minutes is available to the public to address the Members of the Council on any matter relevant and within the Council's responsibility or which affects its area.

Members should note that in the event of the fire alarm going off, they should make their way quickly to the fire exits, either via the lounge door or through the kitchen and out through the door to the grounds and make their way to the fire assembly point (the part of the car park near the pedestrian access to Chavey Down Road/Mushroom Castle Lane).

## **A G E N D A**

### **1. APOLOGIES FOR ABSENCE**

It would be helpful if Councillors could personally notify the Clerk of the Council by midday of the meeting of any intended absence along with the reason.

### **2. DECLARATION OF INTEREST**

Members are required to declare any personal or prejudicial interests in relation to any items on the agenda.

### **3. MINUTES OF THE PREVIOUS MEETING**

To Sign as a correct record the following Minutes of the Annual Meeting of Council held on 16<sup>th</sup> May 2017 and the Extraordinary Meeting of Council held on 23<sup>rd</sup> May 2017 (copies attached).

#### **4. VACANCIES IN THE OFFICE OF COUNCILLOR**

WPC currently has two vacancies in the Ascot Priory Ward.

a. One of these vacancies can be filled by co-option. We have one candidate:

Mrs Sue Luker - email attached at Appendix 1 (previously circulated to Councillors).

Note: Mrs Luker will be present at the meeting to meet Councillors and answer any questions.

b. BFC has issued a Notice of Election re the other Ascot Priory Ward vacancy – closing date for applications is 23<sup>rd</sup> June 2017 – polling date 20<sup>th</sup> July 2017.

To Consider co-opting Mrs Luker to Winkfield Parish Council.

#### **5. ACCOUNTS**

Letter received from the Internal Auditor, Claire Connell, dated 3rd June 2017 is attached at Appendix 2.

A copy of the Annual Accounts to 31<sup>st</sup> March 2017 is attached as Appendix 3.

**To accept and sign the Annual Accounts.**

A copy of the Annual Return for the year to 31<sup>st</sup> March 2017 is attached as Appendix 4.

**To accept and agree** that the Chairman and the Clerk sign the Annual Governance Statement (section 1)

**To accept and agree** that the Chairman and the Clerk sign the Accounting Statements (section 2).

A copy of the Bank Account Reconciliations is attached as Appendix 5.

#### **6. CHANGES TO STANDING ORDERS**

Following the decision of Council on 16<sup>th</sup> May 2016 (CM 7902) relating to the organisation of Council Committees, draft amended Standing Orders (items 4 and 23) are attached at Appendix 6.

These Standing Orders are placed on the table for consideration and adoption at the next meeting of Council if no further changes are requested.

#### **7. ELECTION OF LEAD LEISURE COUNCILLOR**

To Elect a Lead Leisure Councillor who will liaise closely with Officers on all leisure activities and projects and manage the Leisure items on the Council agenda.

#### **8. ELECTION OF LEAD FINANCE COUNCILLOR**

To Elect a Lead Finance Councillor who will liaise closely with Officers on all finance activities and projects and manage the Finance items on the Council agenda.

#### **9. ELECTION OF MEMBERS TO THE STAFFING AND STRATEGY COMMITTEE**

To Elect four Members to join the Chairman of Council, Vice Chairman of Council, Lead Leisure Councillor and Lead Finance Councillor to sit on the Staffing and Strategy Committee.

## 10. COMMUNICATIONS/CORRESPONDENCE

All copies of agendas and minutes of Bracknell Forest Borough Council are available on its web site. Bulletins from the SE Employers organisation are now only available on its website.

- a. Letter dated 9<sup>th</sup> June 2017 received from Central and Eastern Berkshire Authorities (BFC, Wokingham Borough Council and Reading Borough Council) re Joint Minerals and Waste Plan: Regulation 18 Issues and Options Consultation.

To Consider the way forward with regard to a WPC response. Consultation closing date is 21<sup>st</sup> July 2017.

## 11. QUESTIONS

None received.

## 12. MEETINGS OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL

- a. F&GP Committee, 23<sup>rd</sup> May 2017 – minutes attached.

## 13. REPORTS FROM BFC WARD COUNCILLORS

None received.

## 14. REPORTS OF COUNCILLORS/OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES

Cllr Parkin attended the Lily Hill Park Steering Group meeting on 25<sup>th</sup> May 2017 – copy minutes attached Appendix 7.

## 15. CLERK'S REPORT

- **Arts Week** – planning continues and is well on schedule – please put the dates in your diary.
- **Cycle Ride** – this coming Sunday – 25<sup>th</sup> June.
- **Fun Day** – planning is in hand and this year will see more activities – please put the date in your diaries.
- **KGV Play Equipment Upgrade** – awaiting confirmation from BFC as to s106 funding.
- **British Legion Building** – still nothing further to report.

## 16. CHAIRMAN'S CHARITY

To Consider adopting a Chairman's Charity for 2017/2018. If agreeable, Cllr Parkin will make a recommendation. He is very keen that this should be a local charity if possible based in Winkfield.

## 17. LVS LICENCE TO PARK

To Consider renewing the yearly licence allowing LVS 6<sup>th</sup> form students to park at Ascot Jubilee Recreation Ground, Goaters Road – 30 spaces. The Clerk to report.

## 18. NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Parkin to give a verbal update to the present time. The last meeting was held on Monday 5<sup>th</sup> June 2017 – draft minutes attached at Appendix 8.

The NDP financial spreadsheet as at 11<sup>th</sup> May 2017 is at Appendix 9.

## **19. SCHEDULE OF MEETINGS**

A revised Schedule of Meetings for 2017/2018 is attached at Appendix 10 for information.

## **20. CAPITAL PROJECT UPDATE**

An updated position of 2017-18 capital projects is attached as Appendix 11.

## **LEISURE ITEMS**

### **22. GROUNDS MAINTENANCE AND FACILITIES REPORT**

The Grounds Maintenance & Facilities and the Anti-Social Behaviour reports are attached as Appendix 12.

***Please advise the office prior to the meeting of any queries relating to the Head of Grounds Maintenance and Facilities Report in order that the relevant information can be brought to the meeting.***

### **23. DEPUTY CLERK'S REPORT**

The Deputy Clerk's report is attached as Appendix 13.

### **24. BFC – TRANSFER OF SITES**

To consider the proposal received from BFC re the transfer of sites to the Parish. The Chairman to report.

### **25. LOCKS RIDE REFRESHMENT FACILITY**

The installation of the facility begins week commencing 19<sup>th</sup> June and should be completed by the end of that week. Works on the utilities will also be completed during this time.

Cllr Parkin and the Deputy Clerk have been meeting with suppliers of equipment and stock to negotiate prices. The facility is on target for opening around 21<sup>st</sup> July.

A verbal report will be given at the meeting.

### **26. KING GEORGE V UPDATE**

Confirmation of S106 contributions is still awaited from BFC. Once received, the working party will agree the specification to be submitted to suppliers through ESPO.

## **FINANCE ITEMS**

### **27. INVESTMENTS**

The following sum is invested on a 6 month term:

Lloyds	£100,000.00	0.60%	<i>Matures 15/09/2017</i>
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The following sum is currently invested in a Money Market Call account:

HSBC	£100,000.00	0.15%
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The following sum is currently invested on a 95 day notice deposit:

Nationwide	£101,025.40	0.55%
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The following sum is currently invested in a Liquidity Manager 95 Day account:

NatWest	£100,003.83	0.10%
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The following sum is currently invest in a 12 month Time Deposit:

Santander	£100,000.00	0.85%
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The current level of deposit with any one organisation was agreed as £150,000 in May 2016. WPC has now started to receive CIL funds from BFC into the HSBC current account. The balance held in both HSBC accounts at 31<sup>st</sup> May is £284,309.69.

To consider investing a further £45,000 with Nationwide and Santander as these organisations are offering the highest interest rates.

### **28. ORDERS FOR PAYMENT**

A list of all payments covering the period 5<sup>th</sup> May 2017 – 9<sup>th</sup> June 2017 is attached at Appendix 14. All paperwork relating to these payments is available in the office.

**(If you have any queries on any of the above accounts, please let the office know prior to the meeting so that an informed answer can be given.)**

### **29. FINANCIAL POSITION AS AT 30<sup>TH</sup> APRIL 2017**

Balance of all Bank A/C's & Investments		
	Co-operative	652.05
	HSBC	326,780.30
	Lloyds	101,766.11
	NatWest	101,985.64
	Nationwide	100,032.06
	Santander	100,000.00
	Petty Cash	300.00
		731,516.16
	Amount Due to Creditors	(48,161.74)
	Amount Due from Debtors	21,954.48
	<b>Available Funds</b>	<b>705,308.90</b>

Full bank reconciliations are available in the Parish Office. These will be approved by The Clerk and the Chairman of Council.

### **30. CHURCHYARD MAINTENANCE GRANTS**

To agree the donation to St Mary's and St Peter's Churches for the maintenance of the churchyards.

### **31. REQUESTS FOR FINANCIAL ASSISTANCE**

The budget for Donations for the current year is now £9,000 to include General Donations, Churchyard Maintenance Grants and Village Hall Grants plus £2,000 for Minor Community Grants (Total £11,000)

Details of donations made in 2013/14, 2014/15, 2015/16, 2016/17 and 2017/18 are given in Appendix 15.

To consider the following new applications received:

#### **i) Berkshire Vision**

Application form, covering letter, statement of financial activities and balance sheet attached as Appendix 16. **Grant requested - £280.00 towards the cost of providing services to visually impaired people living in Winkfield.**

#### **ii) Any other urgent grant applications received.**

*Additional information from applicants is held in the Parish office for viewing prior to the meeting and will also be available at the meeting.*

Letters of thanks have been received from Red Diamond Sports Club, Sunningdale Bowls Club and 4<sup>th</sup> Ascot Brownies.

### **32. DATES FOR THE DIARY**

Annual Cycle Ride – 25<sup>th</sup> June 2017

Summer of Fun in Winkfield – Wednesday 23<sup>rd</sup> August 2017.

Arts Week – 22<sup>nd</sup>–29<sup>th</sup> October 2017

December Seasonal Event – 9<sup>th</sup>/16<sup>th</sup> December (provisional)