



Mrs Annemarie Edwards
Clerk of the Council

12th July 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 18th July 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, appearing to read 'A. Edwards', is written in black ink.

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 Meeting of Council held on 20th June 2017 (copy attached).

4. VACANCIES IN THE OFFICE OF COUNCILLOR

The Election for a Parish Councillor to fill the Ascot Priory vacancy will take place on 20th July 2017. There are two candidates. Polling will take place at two venues in the Ward.

5. CHANGES TO STANDING ORDERS

Draft Standing Orders were laid on the table at the meeting of Council on 20th June 2017. Minor amendments were made.

To Consider adopting the draft Standing Orders as attached at Appendix 1.

6. 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.

7. QUESTIONS

None received.

8. REPORTS FROM BFC WARD COUNCILLORS

None received.

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

None received.

10. CLERK'S REPORT

- **Arts Week** – planning continues and is well on schedule – please put the dates in your diary.
- **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.
- **Martin's Heron and the Warren Community Association** – nothing further to report.
- **WPC Newsletter** – this is almost ready to print – any last minute items for consideration to be included should be forwarded to the office ASAP

11. NEIGHBOURHOOD DEVELOPMENT PLAN

Cllr Parkin to give a verbal update to the present time. The last meeting was held on Monday 5th June 2017 – draft minutes previously circulated.

The NDP financial spreadsheet as at 11th May 2017 is at Appendix 2.

12. CAPITAL PROJECT UPDATE

An updated position of 2017-18 capital projects is attached as Appendix 3

13. CYCLE RIDE UPDATE

Cllr Parkin to provide an update.

LEISURE ITEMS

14. GROUNDS MAINTENANCE AND FACILITIES REPORT

The Grounds Maintenance & Facilities and the Anti-Social Behaviour reports are attached as Appendix 4.

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.

15. DEPUTY CLERK'S REPORT

The Deputy Clerk's report is attached as Appendix 5.

16. LOCKS RIDE REFRESHMENT FACILITY

A verbal report will be given at the meeting.

FINANCE ITEMS

17. 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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18. ORDERS FOR PAYMENT

A list of all payments covering the period 10th June 2017 – 5th July 2017 is attached at Appendix 6. 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.)

19. FINANCIAL POSITION AS AT 31ST MAY 2017

Balance of all Bank A/C's & Investments	
Co-operative	177.00
HSBC	287,350.00
Lloyds	101,761.00
NatWest	101,993.00
Nationwide	100,032.06
Santander	100,000.00
Petty Cash	300.00
	691,613.06
Amount Due to Creditors	(38,800.42)
Amount Due from Debtors	15,765.00
Available Funds	668,577.64
This includes:	
CIL funds	91,783.41
Earmarked Reserves	253,219.00
Available to spend	323,575.23

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

20. 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 2014/15, 2015/16, 2016/17 and 2017/18 are given in Appendix 7.

To consider the following new applications received:

i) Berkshire Multiple Sclerosis Therapy Centre

Application form, statement of financial activities, balance sheet and statement of cash flow attached at Appendix 8. **Grant requested - £500.00 towards running costs.**

ii) Winkfield Parochial Church Council

Application form, covering letter, statement of assets and liabilities and estimate for works attached at Appendix 9. **Grant requested - £1,000.00 towards sanding and re-varnishing the floor at St Martin's Church Hall.**

iii) St Mary's C of E School PTA Association

Application form and covering email attached at Appendix 10. **Grant requested - £500.00 towards purchase of equipment for Gardening Club.**

iv) 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.

21. DATES FOR THE DIARY

Summer of Fun in Winkfield – Wednesday 23rd August 2017

Arts Week – 22nd–29th October 2017

December Seasonal Event – 16th December 2017