



**Mrs Annemarie Edwards**  
Clerk of the Council

9<sup>th</sup> August 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 15<sup>th</sup> August 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 July 2017. 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 18<sup>th</sup> July 2017 (copy attached).

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

All vacancies have now been filled and Declarations of Acceptance of Office completed.

#### **5. 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. Invitation received from the Jealott's Hill Community Landshare Steering Group to attend their Annual Celebration event on 13<sup>th</sup> September 2017, 2.30pm
- b. Request from a resident requesting that the Sandy Lane road sign has an addition placed underneath it indicating it is the original Old Mill Ride.
- c. Email received from the Mayoress dated 21<sup>st</sup> July 2017 congratulating us on achieving Green Flag status.

#### **6. MEETINGS OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL**

- a. Staffing and Strategy Committee, 1<sup>st</sup> August 2017 – minutes attached.

#### **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** – fast approaching. A fun-packed week ahead.
- **Fun Day** – 23<sup>rd</sup> August at Carnation - all Councillors encouraged to attend at some point – 11am-3pm.
- **KGV Play Equipment Upgrade** – s106 funding confirmed – payable on completion of works .
- **British Legion Building** – still nothing further to report.
- **Policing Priorities Forum** – the inaugural meeting of this group has now taken place when all members available attended. Future meetings which will take place every three months. Following the meeting Sgt Oswald has provided written guidance on how to, and when to, contact the Police. We will publish this as widely as possible. Any issues that can be dealt with at this forum should be forwarded to the Clerk.

#### **11. NEIGHBOURHOOD DEVELOPMENT PLAN**

Cllr Parkin to give a verbal update to the present time. The last meeting was held on Monday 24<sup>th</sup> July 2017 – draft minutes attached.

The NDP financial spreadsheet as at 21<sup>st</sup> July 2017 is at Appendix 1.

## **12. CAPITAL PROJECT UPDATE**

An updated position of 2017-18 capital projects is attached as Appendix 2

## **LEISURE ITEMS**

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

The Grounds Maintenance & Facilities Report is attached as Appendix 3.

***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.***

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

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

### **15. LOCKS RIDE REFRESHMENT FACILITY**

A verbal report will be given at the meeting.

### **16. FUTURE MANAGEMENT OF MARTIN'S HERON AND THE WARREN COMMUNITY CENTRE**

The Chairman to give an update.

### **17. BFC TRANSFER OF SITES**

The Working Party has carried out site visits to all five sites on the BFC List and has met and produced the attached report for consideration – Appendix 6.

### **18. ALLOTMENT CLEARANCE**

A number of tenants have complained about the debris left by old tenants such as metal and glass which is difficult for them to clear and have requested skips to enable rubbish to be disposed of.

The cost for skip hire is approximately £200.

To consider providing one skip for one day at each allotment site.

### **19. STORAGE CONTAINER AT CARNATION HALL**

To Consider the way forward re the provision of external storage unit at Carnation Hall – see Appendix 7.

## **FINANCE ITEMS**

### **20. 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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- i. To consider re-investing £100,000.00 with Lloyds bank on maturity.

### **21. ORDERS FOR PAYMENT**

A list of all payments covering the period 6<sup>th</sup> July 2017 – 27<sup>th</sup> July 2017 is attached at Appendix 8. 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.)**

### **22. FINANCIAL POSITION AS AT 31<sup>ST</sup> MAY 2017**

<b>Balance of all Bank AC's &amp; Investments</b>	
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
<b>Available Funds</b>	<b>668,577.64</b>
<b>This includes:</b>	
CIL funds	91,783.41
Earmarked Reserves	253,219.00
<b>Available to spend</b>	<b>323,575.23</b>

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

### **23. DIRECT DEBIT INSTRUCTIONS**

To Consider paying regular suppliers ie Waste Collection; Hygiene Services; Window Cleaning; IT support; Alarm maintenance.

Reason: Efficiency and cost-saving.

The Clerk to report.

### **24. INTERNAL AUDITOR**

To note letter from the Internal Auditor at Appendix 9.

To Consider continuing to use Claire Connell for the ensuing year.

### **25. 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 10.

To consider the following new applications received:

#### **i) Citizens Advice Bracknell & District**

Application form, covering letter, statement of financial activities, balance sheet attached at Appendix 11. **Grant requested - £2,000.00 towards costs of providing service.**

#### **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.*

A letter of thanks has been received from St Paul's Child Contact Centre.

### **26. DATES FOR THE DIARY**

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 – 16<sup>th</sup> December 2017