



Mrs Annemarie Edwards
Clerk of the Council

6th December 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 12th December 2017** at 7.30pm when it is proposed to transact the business specified in the Agenda hereto.

Yours sincerely

Annemarie Edwards

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 Minutes of the Meeting of Council held on 21st November 2017 (copy attached).

4. 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.

5. MEETINGS OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL

No meetings of committees have taken place since the last meeting of Council.

6. QUESTIONS

None received.

7. REPORTS FROM BFC WARD COUNCILLORS

None received.

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

None received.

9. CLERK'S REPORT

- **Arts Week** – completed within budget. Lots of compliments received.
- **NDP Consultation 17th/25th November** – consultations went very well. The questionnaires which were completed are being analysed by the consultants.
- **Photo Competition** – The Clerk to report.
- **Internal Auditor** – the IA has been into the office on two occasions in the last month – routine.

10. NEIGHBOURHOOD DEVELOPMENT PLAN

The Clerk to give a verbal update to the present time.

The NDP financial spreadsheet as at 30th November 2017 is at Appendix 2.

11. CAPITAL PROJECT UPDATE

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

12. ALUMINIUM FOIL RECYCLING POINT

We have received a request from a local resident to install an Aluminium Foil Recycling point at the Parish Office. This takes the form of a bin that would sit alongside the existing WEEE bin. The Clerk to report.

LEISURE ITEMS

13. LOCKS RIDE REFRESHMENT FACILITY

The Deputy Clerk will give an update.

14. FUTURE MANAGEMENT OF MARTIN'S HERON AND THE WARREN COMMUNITY CENTRE

The Clerk has met again with the Chair of the Trustees. No major issues highlighted. We are waiting to hear further from BFC.

15. BFC TRANSFER OF SITES

Nothing further to report at this time.

16. KING GEORGE V PLAY AREA UPGRADE

The Clerk to report.

FINANCE ITEMS

17. INVESTMENTS

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 1st November - 5th December 2017 is attached at Appendix 4. 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 OCTOBER 2017

Balance of all Bank A/C's & Investments		
	Co-operative	5,950.14
	HSBC	320,686.84
	Lloyds	102,035.58
	NatWest	102,027.76
	Nationwide	100,032.06
	Santander	100,000.00
	Petty Cash	300.00
	Locks Ride Float	350.00
		731,382.38
	Amount Due to Creditors	(34,904.62)
	Amount Due from Debtors	11,817.27
	Available Funds	708,295.03
This includes:		
	CIL funds	126,894.72
	Earmarked Reserves	201,305.00
	Uncommitted Reserve (25% of Precept)	114,799.00
	Remaining Available Funds	265,296.31
	Remaining anticipated expenditure 17/18	291,267.00
	Remaining anticipated income 17/18	- 33,006.00
	Anticipated increase (+) / decrease (-) to funds	7,035.31

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

20. COMMUNITY INFRASTRUCTURE LEVY (CIL)

Please see attached statement of CiL payments/expenditure to date – Appendix 5

21. 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 2015/16, 2016/17 and 2017/18 are given in Appendix 6.

To consider the following new applications received:

i) CRANBOURNE AMATEUR DRAMATICS

Application form and covering letter attached as Appendix 7. **Grant requested £500.00 towards the cost of materials for new stage.**

ii) SOUTH EAST BERKS GANG SHOW

Application form, Balance Sheet and Profit/Loss account attached as Appendix 8. **Grant requested – any amount towards services offered.**

iii) 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.

22. ESTIMATES 2018 - 2019

Schedule showing actual income and expenditure against budget to 30th November 2017, anticipated income and expenditure to 31st March 2018 and draft estimates for 2018-19 are attached as Appendix 9. Proposed Earmarked Reserves are attached as Appendix 10. The resulting Precept calculations are attached as Appendix 11.

- i. To confirm the proposed general operating budget figures for each committee.
- ii. To confirm the proposed projects for each committee.
- iii. To confirm the proposed additions/deletions to Earmarked Reserves.
- iv. To confirm the proposed amount of the precept to be served on the Rating Authority (Bracknell Forest Council) for 2018-19.

23. DATES FOR THE DIARY

December Seasonal Event – 17th December 2017, 3.30pm
Allotment Evening – Date TBA