



**Mrs Annemarie Edwards**  
Clerk of the Council

17<sup>th</sup> January 2018

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 23<sup>rd</sup> January 2018** 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 12<sup>th</sup> December 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.

- a. Letter received from Linda and Ray Berry thanking WPC for Ray's retirement gift.

### **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**

Please see report attached at Appendix 1.

### **10. NEIGHBOURHOOD DEVELOPMENT PLAN**

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

The NDP financial spreadsheet as at 16<sup>th</sup> January 2018 is at Appendix 2.

### **11. CAPITAL PROJECT UPDATE**

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

### **12. ESTIMATES 2018 - 2019**

Schedule showing actual income and expenditure against budget to 16<sup>th</sup> January 2018, anticipated income and expenditure to 31<sup>st</sup> March 2018 and draft estimates for 2018-19 are attached as Appendix 4. Proposed Earmarked Reserves are attached as Appendix 5. The resulting Precept calculations are attached as Appendix 6.

- 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.

### **13. MALT HILL CROSSROADS – SAFETY IMPROVEMENT SCHEME**

Please see report attached at Appendix 7. Comments are sought.

## **LEISURE ITEMS**

### **14. LOCKS RIDE REFRESHMENT FACILITY**

- i. The Deputy Clerk will give an update on current operations.
- ii. The Working Party will meet shortly to move the project forward.

### **15. 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.

### **16. BFC TRANSFER OF SITES**

Nothing further to report at this time – waiting to hear back from BFC.

### **17. KING GEORGE V PLAY AREA UPGRADE**

The Deputy Clerk to report.

### **18. CHELSEA FRINGE**

To Consider participating in the forthcoming Chelsea Fringe event – see report by Paul Craven attached at Appendix 11.

## **FINANCE ITEMS**

### **19. 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	£100,548.01	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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### **20. ORDERS FOR PAYMENT**

A list of all payments covering the period 6<sup>th</sup> December 2017 – 16<sup>th</sup> January 2018 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.)**

## 21. FINANCIAL POSITION AS AT 31<sup>ST</sup> DECEMBER 2017

<b>Balance of all Bank A/C's &amp; Investments</b>		
	Co-operative	5,816.84
	HSBC	210,897.55
	Lloyds	102,035.90
	NatWest	102,074.58
	Nationwide	100,032.06
	Santander	100,000.00
	Petty Cash	300.00
	Locks Ride Float	350.00
		<b>621,506.93</b>
	Amount Due to Creditors	(27,362.84)
	Amount Due from Debtors	16,295.04
	<b>Available Funds</b>	<b>610,439.13</b>
	<b>This includes:</b>	
	CIL funds	126,894.72
	Earmarked Reserves	252,651.28
	Uncommitted Reserve (25% of Precept)	114,799.00
	<b>Remaining Available Funds</b>	<b>116,094.13</b>

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

## 22. INTERNAL AUDIT

The Internal Auditor's interim report is attached at Appendix 9 for information.

## 23. 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 10.

To consider the following new applications received:

- i) **None received.**
- 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.*

## 24. DATES FOR THE DIARY

Allotment Evening – Friday 9<sup>th</sup> February 2018

**25. EXCLUSION OF PRESS AND PUBLIC**

To resolve that pursuant to the Public Bodies (Admissions to Meetings) Act 1960, members of the press and public be excluded from the meeting during consideration of the following matters:

**26. NEW SHUTTERS FOR LOCKS RIDE STORE**