



Mrs Annemarie Edwards
Clerk of the Council

13th June 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 19th June 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 Annual Meeting of Council held on 15th May 2018 (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. Minutes of the BFC Governance & Audit Committee, 23rd May 2018 – item 3 confirms Cllr Bob Shurville as a member of the Code of Conduct Panel (sub Committee of Governance and Audit Committee) for the ensuing year. See Appendix 1.
- b. Letter received from Seafarers UK asking the Parish Council to fly a Red Ensign on Merchant Navy Day on 3rd September to raise public awareness of our island nation's reliance on seafarers and shipping. See Appendix 2.

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

Minutes of the Staffing and Strategy Meeting held on 12th June 2018 are attached at Appendix 2a.

6. QUESTIONS

None received.

7. REPORTS FROM BFC WARD COUNCILLORS

None received.

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

The Chairman's Report is attached at Appendix 2b.

9. CLERK'S REPORT

The Clerk to give a verbal report.

10. NEIGHBOURHOOD DEVELOPMENT PLAN

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

The NDP financial spreadsheet as at 31st May 2018 is at Appendix 3. A communication from The Clerk to the NDP Steering Group is attached at Appendix 3a.

11. CAPITAL PROJECT UPDATE

An updated position of 2018-19 capital projects is attached at Appendix 4.

12. LITTER PICK

Cllr Mrs Gaw to update the meeting.

13. STANDING ORDER REVIEW

NALC has issued new model standing orders for Parish and Town Councils.

The Clerk will produce a first draft for consideration at the earliest opportunity.

14. THREE YEAR PLAN 2018-2020

The Clerk will produce a first draft for consideration at the earliest opportunity.

15. WPC PRIVACY POLICY

To Consider the draft Privacy Policy attached at Appendix 5.

16. LVS LICENCE TO PARK

To Consider renewing the yearly licence allowing LVS 6th form students to park at Ascot Jubilee Recreation Ground, Goaters Road – 30 spaces.

The current charge is £1.45 per car per day.

Note: LVS staff now act as gatekeepers for us at this site – annual saving of £750.

LEISURE ITEMS

17. LOCKS RIDE

The Deputy Clerk to report.

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

Still awaiting receipt of the draft agreement from BFC. The Clerk has written to BFC confirming WPCs position regarding parking provision at the centre.

19. BFC TRANSFER OF SITES

BFC has advised that in light of challenges regarding the capacity of Property and Legal to move forward the Parish and Town Council land transfers, Parks and Countryside Service will now be supporting the preparation of the Legal Briefs and the Instruction Documents.

20. KING GEORGE V PLAY AREA UPGRADE

The Order for the upgrade has been placed.

The Deputy Clerk to report.

21. CYCLE RIDE

The Chairman to give an update.

FINANCE ITEMS

22. ANNUAL ACCOUNTS

Letter received from the Internal Auditor, Claire Connell, dated 3rd June 2017 is attached at Appendix 6.

A copy of the Annual Accounts to 31st March 2018 is attached as Appendix 7.

To accept the Annual Accounts.

A copy of the Annual Return for the year to 31st March 2018 is attached as Appendix 8.

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 9.

23. INVESTMENTS

The following sum is currently invested in a Money Market Call account:

HSBC	£ 70,000.00	0.30%
------	-------------	-------

The following sum is currently invested on a 95 day notice deposit:

Nationwide	£100,032.06	0.70%
------------	-------------	-------

The following sum is currently invested in a Liquidity Manager 95 Day account:

NatWest	£100,714.50	0.40%
---------	-------------	-------

The following sum is currently invest in a 30 day Time Deposit:

Santander	£100,847.67	0.10%
-----------	-------------	-------

24. ORDERS FOR PAYMENT

A list of all payments covering the period 1st April 2018 – 25th May 2018 is attached at Appendix 10. 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.)

25. FINANCIAL POSITION AS AT 30TH APRIL 2018

Balance of all Bank A/C's & Investments		
	Co-operative	6,262.12
	HSBC	576,102.72
	Lloyds	102,171.97
	NatWest	102,241.53
	Nationwide	100,032.06
	Santander	100,847.67
	Petty Cash	300.00
	Locks Ride Float	350.00
		988,308.07
	Amount Due to Creditors	(23,948.17)
	Amount Due from Debtors	16,845.15
	Available Funds	981,205.05

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

26. 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 2016/17, 2017/18 and 2018/19 are given in Appendix 11.

To consider the following new applications received:

- i) None received.
- ii) Any other urgent grant applications received.

27. DATES FOR THE DIARY

Cycle Ride - 24th June 2018
 Summer of Fun Day, Locks Ride – 22nd August
 Litter Pick – Date tba
 Arts Week – 21st – 28th October

28. EXCLUSION OF PRESS AND PUBLIC

To resolve that pursuant to Section 100 of the Local Government Act 1972, members of the press and public be excluded from the meeting during consideration of the following items relating to the following matters:

29. MEETING WITH BFC RE COMMUNITY FACILITIES