

Mrs Ruth Lyes
Clerk of the Council



22nd May 2024

Dear Councillor

You are hereby summoned to a Meeting of Winkfield Parish Council to be held in Carnation Hall, Chavey Down Road, Winkfield Row RG42 7PA on Tuesday 28th May 2024 at 7.30pm, when it is proposed to transact the business specified in the agenda hereto.

This meeting will be conducted strictly in accordance with Standing Orders as adopted by Council in December 2021. All Councillors are reminded to acquaint themselves with paragraph 2 (Disorderly Conduct at Meetings).

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.

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 rear or front doors and make their way to the fire assembly point in the car park.

Prior to the commencement of discussion, 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.

AGENDA

1. ELECTION OF CHAIR OF COUNCIL

To Elect a Chair for the year 2024-2025.

2. DECLARATION OF ACCEPTANCE OF OFFICE

To Receive the Chair's Declaration of Acceptance of Office.

3. ELECTION OF VICE CHAIR OF COUNCIL

To Elect a Vice Chair for the year 2024-25 and to receive their Declaration of Acceptance of Office

4. PUBLIC PARTICIPATION

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.

5. APOLOGIES FOR ABSENCE

To Receive apologies for absence. Councillors should personally notify the Clerk of the Council by midday of the meeting day of any intended absence along with the reason.

6. DECLARATION OF INTEREST

- i. Members are required to declare any personal or prejudicial interests in relation to any items on the agenda.
- ii. Members are reminded that if there have been any changes to their declaration of Register of Members Interests, these should be updated.
- iii. A Declaration of Interests flow chart is attached at Appendix 1 for information.

For noting.

7. MINUTES OF THE PREVIOUS MEETING

To Sign as a correct record the Minutes of the Meeting of Council dated 16th April 2024 – draft minutes attached at Appendix 2

8. MEETINGS OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL

8.1 Staffing & Strategy – draft minutes of the meeting held on 7th May 2024 with recommendations to Council are attached as Appendix 3. The minutes have been circulated by the Clerk to the Staffing & Strategy Committee for review of accuracy with no comments received.

To **approve and sign** the Minutes of the Staffing & Strategy Meeting of Council held on 7th May 2024

8.2 Extraordinary Meeting of Council - draft minutes of the meeting held 7th May 2024 are attached at Appendix 4

To **approve and sign** the Minutes of the Extraordinary Meeting of Council held on 7th May 2024

9. REVIEW AND ADOPTION OF STANDING ORDERS

Standing Orders to be reviewed on an annual basis at the Annual Meeting and are based on the NALC recommended document. The current version was noted as reviewed December 2021 with an amendment being made regarding Co-Option voting in February 2024. The current NALC model is dated April 2022. The Clerk has carried out a review. The recommended changes have been previously circulated to Councillors and are attached at Appendix 5.

To **review for adoption** the Standing Orders as attached at Appendix 5

10. REVIEW OF FINANCIAL REGULATIONS

The Council use as a basis for their Financial Regulations document, the NALC model template. This was subject to a significant review and re-write this year and the final document was released beginning of May. Prior to submission to Council for consideration it is appropriate that officers and the Finance Working Party carry out a considered review.

The Clerk therefore recommends for approval that the annual review of the Financial Regulations by full Council be carried forward until July.

11. ANNUAL APPOINTMENT OF THE INTERNAL AUDITOR

Council is required to confirm the appointment of the Internal Auditor on an annual basis. The recommendation is to reappoint Claire Connell as Internal Auditor for 2024/25. Claire Connell has acted as the councils independent Internal Auditor for a number of years and knows the sector well.

To **appoint** an internal auditor for 2024/25

12. APPOINTMENT OF LEAD LEISURE COUNCILLOR

To Elect a Lead Leisure Councillor.

13. APPOINTMENT OF DEPUTY LEISURE COUNCILLOR

To Elect a Deputy Lead Leisure Councillor

14. APPOINTMENT OF LEAD FINANCE COUNCILLOR

To Elect a Lead Finance Councillor.

15. APPOINTMENT OF DEPUTY FINANCE COUNCILLOR

To Elect a Deputy Lead Finance Councillor.

16. REPRESENTATION ON OTHER BODIES

The following appointments are to be made/confirmed at this meeting:

- i. Bracknell Forest Borough Council Parish and Town Council Liaison Group - the Chairman, Vice Chairman Clerk plus one Reserve – **position currently vacant.**
- ii. Bracknell Forest Borough Council Local Countryside Access Forum. One representative appointed annually - **previously Cllr Paxton.**
- iii. Bracknell Forest Borough Council Lily Hill Park Advisory Steering Group. One representative appointed annually – **previously Cllr Lazar.**
- iv. Northern Parishes Liaison Group - the Chairman, Vice-Chairman and the Clerk plus one reserve – **previously Cllr Hayes.**
- v. Age Concern Bracknell District. One representative appointed annually – **previously ex-Cllr Merry.**
- vi. Bracknell Forest Borough Council Partnership - membership extended to the Chairman of the Parish Council.
- vii. Charlotte Pratt Memorial Hall Management. One representative appointed annually – **previously Cllr Atkinson.**
- viii. Forest Park Community Association. One representative appointed annually – **previously Cllr Dudley.**
- ix. North Ascot Community Association. One representative appointed annually – **previously Cllr Paxton.**
- x. Winkfield Parochial Charities. Three trustees appointed annually – **previously Cllrs Atkinson, Lazar and Michie**

17. REVIEW TERMS OF REFERENCE FOR STANDING COMMITTEES

There is currently one standing committee – the Staffing & Strategy Committee. The current Terms of Reference are attached at Appendix 6. These were last reviewed September 2023. The only recommended change by the Clerk is to the review frequency to ensure consistency within the document itself and also with Standing Orders. Review should be annual at the Council Annual Meeting.

To review for adoption the amended Terms of Reference of the Staffing & Strategy Committee as attached at Appendix 6

18. APPOINTMENT OF FOUR ADDITIONAL MEMBERS TO THE STAFFING AND STRATEGY STANDING COMMITTEE

As per Standing orders the membership of the Staffing and Strategy Committee comprises: Chairman and Vice Chairman of Council together with the Lead Councillor for Leisure, Lead Councillor for Finance and four other elected members of Council plus the previous year's Chairman, if still a Member of Council. In 2023/24, four other elected Members of Council were appointed - Cllrs Barber, Gaw, and Warren (+ex-Cllr Browne).

To appoint four additional members to the staffing and Strategy Committee

19. PLANNING URGENCY SUB-COMMITTEE

This is an historically created sub-committee dating back to 2008. There are no current Terms of Reference, and it is not apparent which committee this sub-committee reports to.

To consider the recommendation of the Clerk that this sub-committee is no longer required and should be formally dissolved.

20. COUNCILLOR VACANCY

Following the resignation of Michael Karim there is now a vacancy in the Forest Park Ward. Notification of Vacancy has been submitted to Bracknell Forest Council so that this can be advertised for the required 14 days. Should there be no call for an election by 5pm 11th June the Co-Option Policy will be followed. **For Noting**

21. WORKING PARTIES

To Consider any amendments to the Working Party membership as follows:

Property & Infrastructure	Atkinson, Barber, Blakemore, Hayes, Paxton, Rowland and Warren
Finance	Atkinson, Barber, Blakemore, Dudley and Paxton
Locks Ride	Barber, Blakemore, Dudley, Ehinger, Michie, Paxton, Wall and Warren
Play Equipment	Blakemore, Hayes, Michie, Paxton and Warren
Youth	Barreto, Blyth, Dudley and Lazar
Climate Change	Barber, Barreto, Hayes, Paxton and Wall
Events	Blyth, Dudley, Gaw, Hayes, Lazar and Michie
Cycle Ride	Atkinson, Hayes, Michie and Wall
Footpaths	Blakemore, Paxton and Wall (+ ex -Cllr Karim)
3,5,10 Year Plan/Re-Branding	Atkinson, Barber, Dudley, Ehinger, Gaw, Hayes, Lazar
Community Engagement	Blyth, Dudley and Rowland

22. RISK MANAGEMENT POLICY

The Risk Management Policy is required to be reviewed on an annual basis. The Clerk has reviewed the current policy and suggested amendments where appropriate. Recommended additions to the policy are highlighted in **BLUE**. The recommended changes have been previously circulated to Councillors and are attached at Appendix 7.

To review for adoption the amended Risk Management Policy as attached at Appendix 7

23. ASSET REGISTER REVIEW

An annual review of the Asset Register has been conducted and updated as required. The Asset Register is also subject to ongoing in-year adjustments to reflect changes that may occur. A summary of the Asset Register as at year end 31st March 2024 is attached at Appendix 8. **For noting**.

24. COUNCIL INSURANCE POLICY REVIEW

Current insurance arrangements are with Zurich by way of a specific for Local Councils insurance policy. This is a 3-year policy that expires 1st June 2025 providing comprehensive protection for insurable council risks. Additional cover will be put in place for the new pavilion once this is completed and responsibility of risk transfers from the contractor to the council. Zurich have been contacted regarding this and information has been requested from them in order that the premium can be calculated.

A more detailed review of insurance cover will be conducted by the Finance Working Party at their July meeting and this will then be reported to Council.
For Noting

25. ANNUAL REVIEW OF THE EFFECTIVENESS OF INTERNAL CONTROLS

Council is required to demonstrate and document on an annual basis, assurance on the effectiveness of internal controls. A Draft Statement of Internal Control is attached at Appendix 9.

To review and approve a Statement of Internal Controls – draft document is attached as Appendix 9

26. DRAFT ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) AND GENERAL POWER OF COMPETENCY

- i. Draft AGAR sections 1 & 2 are attached at Appendix 10 for review. The Annual Internal Audit report section of the return is currently with the

internal auditor who will review and return for inclusion with the final AGAR. This will be submitted to Council at the June meeting for final approval. **For noting**

- ii. The Council does not currently hold the qualifying prescribed conditions for The Parish Councils (General Power of Competence) (Prescribed Conditions) order 2012.

27. REVIEW AND DETERMINE THE TIME AND PLACE OF ORDINARY MEETINGS OF THE COUNCIL

To Review and determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

28. COMMUNICATIONS/CORRESPONDENCE

- i. Emails have been received from the following organisations thanking the council for recent grants awarded: Homestart / Youthline / Thames Hospice / Bracknell & District Parkinsons Branch
- ii. Winkfield St Mary's C of E PTA – a letter has been received inviting Parish Councillors to attend the school summer fair that is being held 19th July. A further email has also been received enquiring if the council would like to have a stall at the fair. The Clerk has communicated this to councillors and has requested that councillors interested in running a stall in conjunction with the clerk to contact the clerk. There will need to be enough volunteers to run a stall. **For Noting**

All copies of agendas and minutes of Bracknell Forest Borough Council are available on its website. Bulletins from the SE Employers organisation are available on the website.

29. QUESTIONS

No written questions received.

30. CHAIRMAN'S ALLOWANCE

To Agree the annual Chairman's Allowance.

(Chairman's Allowance – s15(5) LGA 1972 states: 'Council may pay the Chairman for the purpose of enabling him to meet the expenses of his office such allowance as the Council thinks reasonable'. (In 2023/24 the allowance was set at £1,000 pa.)

31. CHAIRMAN'S CHARITY

The Chairman to decide the chosen WPC charity for the forthcoming year.

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

- i. Chairman's Report – to receive verbal report. **For noting.**
- ii. Verbal Reports - to receive verbal reports from other Councillors/Officers representing the Council on outside bodies.

33.REPORTS FROM BFC WARD AND PARISH COUNCILLORS

- i. To Receive written reports from BFC Ward Councillors. None received.
- ii. To Receive written reports from Parish Councillors. None received.
- iii. To Receive verbal reports from Parish Councillors on matters within their wards.

34.CLIMATE WORKING PARTY MEETING REPORT AND RECOMMENDATIONS

The report and recommendations from the Finance Working Party meeting held 23rd April 2024 are attached at Appendix 11.

To consider for approval the following recommendations of the Climate Change Working Party.

- a. BFC Solar Farm Project – London Road
Recommendation to Council: WPC to request update from BFC on the progress of this project.
- b. BFC Climate Change
Recommendations to Council:
 - i. Cllr Wall to act as primary WPC representative on the BFC Transport Working Party and Cllr Dudley to act as Deputy WPC representative. Cllr Wall would pass Clerk details of the contact in BFC for this group.
 - ii. Council ideas for consideration relevant to the BFC Transport Working Group to be submitted by the WPC representatives.

35.D-DAY 80-TREES

Further to March CM 10037 and an email circulated by the Clerk to Councillors 18th April, a decision on the D-Day 80 trees is required to be finalised. Councillors to decide how to proceed with regard to number / location and species. Also, the wording of associated plaques to be decided. The Clerk has attached some suggested wording at Appendix 12.

Council to decide on commemorative trees and plaques.

FINANCE ITEMS

36. ORDERS FOR PAYMENT

A list of all payments covering the period 1st April 2024 to 30th April 2024 is attached at Appendix 13.

All payments have been approved by the Clerk and two Councillors and paperwork 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.)

37. PAYMENTS FOR APPROVAL LOCAL GOVERNMENT ACT 1972 S137

New items added since the beginning of financial year 2024 /25 are highlighted on attached Appendix 14.

To agree that the Council in accordance with its powers under s137 of the LGA 1972 should incur the expenditure as per Appendix 14, which in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.

38. FINANCIAL POSITION AND CURRENT INVESTMENTS

- i. Balances of all bank accounts, investments and latest financial situation as at 30th April 2024 is attached at Appendix 15 – Detailed Balance Sheet. Further details of investments that are included within the balance sheet as *Current Assets* are shown at Appendix 16. Full bank reconciliations are available in the Parish Office. These are being approved by the RFO and the Lead Finance member.
- ii. A summary I&E statement is attached at Appendix 17. **For Noting.**

Please advise the office, latest one day prior to the meeting of any queries on the above in order that the relevant information can be brought to the meeting.

39. REQUESTS FOR FINANCIAL ASSISTANCE

The budget for Donations for the current year is currently £25,000 to include General Donations, Churchyard Maintenance Grants and Village Hall Grants. **For noting.**

Details of donations made in 2021/22, 2022/23, 2023/24 and 2024/ 25 are given in Appendix 18. **For noting.**

- i. To consider grant applications received. None received.
- ii. Any urgent grant applications received. None received.

40. CLEANING ARRANGEMENTS FOR MARTINS HERON & THE WARREN COMMUNITY CENTRE

As per delegated authority CM 24/04 the Clerk has arranged with the existing cleaning contractor DLS to extend the contract at current rates to cover cleaning at MHWCC commencing 1st June. Overall increase to contract is £165.00 pw (this equates to additional £7150 for current financial year). Costs are offset against reduced staffing costs.

Council approval requested for this increased payment under the contract.

41. ITEMS FOR NEXT AGENDA

Written notice of items for consideration for inclusion on the agenda of the next Council meeting to be submitted by councillors to the Clerk by 11th June 2024. **For noting.**

42. DATES FOR THE DIARY

Events	
Annual Winkfield & Warfield Cycle Ride	23 rd June '24 (starting from Carnation Hall)
Summer of Fun '24	CANCELLED (Locks Ride)
Arts Week (Winkfield / Binfield/ Warfield PC)	26 th October to 2 nd November '24
Festive Event	15th December '24 (Carnation Hall)
Climate Change Concert	Spring 2025 – date TBC

WPC Meetings	
Council	18 th June '24, 16 th July '24, 20 th August '24
Planning & Highways	4 th June '24 , 2 nd July '24 , 6 th August '24
Staffing & Strategy	11 th June '24

Other	

For noting.

Breaching those parts in **red** is potentially a criminal offence

Helpful Reminders for Members

- *Is your register of interests up to date?*
- *In particular have you declared all disclosable pecuniary interests?*
- *Have you checked the register to ensure that they have been transcribed correctly?*

When should you declare an interest at a meeting?

- **What matters are being discussed at the meeting?** (including council, Committees, Subs, Joint Committees and Joint Subs); or



Does the business to be transacted at the meeting

- **relate to; or**
- **likely to affect**

any of your registered interests and in particular any of your Disclosable Pecuniary Interests?

Disclosable Pecuniary Interests shall include your or interests of:

- your spouse or civil partner's
- a person you are living with as husband/wife
- a person you are living with as if you were civil partners and you are aware that this other person has the interest

What is a Non-Pecuniary interest? – this is an interest which is not pecuniary (as defined) but is nonetheless so significant that a member of the public with knowledge of the relevant facts, would reasonably regard to be so significant that it would materially impact upon your judgement of the public interest.

What is a disclosable pecuniary interest? – see attached description

Pecuniary

If the interest is not already in the register you must (unless the interest has been agreed by the Town Clerk to be sensitive) disclose the existence and nature of the interest

Non-pecuniary

Declare the nature and extent of your interest including enough detail to allow a member of the public to understand it's nature

If the interest is not entered in the register and is not the subject of pending notification you must within 28 days notify the New Forest District Housing Officer of the interest for inclusion in the register

Unless you have received dispensation upon previous application from the Borough Solicitor, you must:

- Not participate or participate further in any discussion of the matter at a meeting;
- Not participate in any vote or further vote taken at the meeting; and
- Leave the room while the item is being considered/voted upon

You may participate and vote in the usual way unless your personal interest is also a prejudicial interest.

A prejudicial interest is one which a member of the public who knows the relevant facts would reasonably think is so significant that it is likely to affect your judgement of the public interest

Pecuniary Interests

Employment, office, trade, profession or vacation

Any employment, office, trade, profession or vocation carried on for profit or gain.

Sponsorship

Any payment or provision of any other financial benefit (other than from the Town Council) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. Please note where there is any reference to the word "you/your" this also includes those people such as your spouse or civil partner's, a person you are living with as husband/wife, a person you are living with as if you were civil partners and you are aware that this other person has the interest.

This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

Contracts

Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the town Council –

- (a) under which goods or services are to be provided or works are to be executed; and
- (b) Which has not been fully discharged.

Land

Any beneficial interest in land which is within the area of the Town Council area.

Licences

Any licence (alone or jointly with others) to occupy land in the area of the Town Council for a month or longer.

Corporate tenancies

Any tenancy where (to your knowledge) –

- (a) The landlord is the Town Council; and
- (b) The tenant is a body in which you have a beneficial interest.

Securities

Any beneficial interest in securities of a body where –

- (a) That body (to your knowledge) has a place of business or land in the area of the relevant authority; and
- (b) Either –
 - (i) The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
 - (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

IMPORTANT NOTE

Please note where there is any reference to the word "you/your" this also includes those people such as your spouse or civil partner's, a person you are living with as husband/wife, a person you are living with as if you were civil partners and you are aware that this other person has the interest.



Minutes of the Meeting of Winkfield Parish Council
held at Carnation Hall, Chavey Down Road, Winkfield Row RG42 7PA
on Tuesday 16th April 2024 from 19.30 – 21:01

Councillors present:

Cllr P Adams	Cllr G Barber	Cllr O Barreto	Cllr T Blakemore
Cllr E Blyth	Cllr C Ehinger	Cllr M Gaw	Cllr D Hayes MBE
Cllr O Lazar	Cllr G Paxton (Chair)	Cllr K Rowland	Cllr D Wall
Cllr R Warren			

Councillors absent: Cllrs Atkinson, Dudley, Buchler, Frewer, Karim, Michie

Officers:

Ruth Lyes, Clerk

CM 10054 WELCOME FROM THE CHAIR

The Chair welcomed those in attendance to the meeting.

CM 10055 PUBLIC PARTICIPATION

There were no requests to speak.

CM 10056 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Atkinson, Dudley, Buchler, Frewer, Karim, Michie

CM 10057 DECLARATION OF INTEREST

No pecuniary / nonpecuniary interest items were declared. Cllr Hayes advised non participation in the agenda item related to the planning application, due to her role as a councillor sitting on the BFC Planning Committee

CM 10058 MINUTES OF THE PREVIOUS MEETING

Draft minutes of the meeting held 19th March 2024 were attached at Appendix 1

It was proposed by Cllr Paxton, seconded by Cllr Barber and with one abstention

RESOLVED that the minutes of the meeting held on 19th March 2024 be confirmed and signed.

CM 10059 MEETINGS OF COMMITTEES OF COUNCIL AND SPECIAL MEETINGS OF COUNCIL

None.

CM 10060 COUNCILLOR INTRODUCTIONS

Councillors in attendance gave a brief introduction of themselves as per previous Council Meeting minute CM10035

CM 10061 COMMUNICATIONS / CORRESPONDENCE

The following communications were reported:

- i. Stepping Stones Charity have sent a message of thanks for the grant that was awarded to them. **Noted.**
- ii. Jealotts Hill Community Landshare CIC have sent a message of thanks for the grant that was awarded to them. **Noted.**
- iii. The Chavey Down Association have sent an open invitation to Councillors to attend their AGM - location St Martins Hall - Friday 17th May - 7.30pm. **Noted**
- iv. A general letter has been sent to Parish and Town Councils from the Police & Crime Commissioner. This is attached at Appendix 2. **Noted**
- v. Email from BFC Biodiversity Team – advising of Berks LNRS Meetings - an in-person meeting 10th April and online workshop 30th April. Information was distributed to Climate Change Working Party. **Noted**

All copies of agendas and minutes of Bracknell Forest Council and bulletins from the SE Employers organisation are available on the websites.

Noted.

CM 10062 QUESTIONS

No written questions received.

CM 10063 REPORTS OF COUNCILLORS / OFFICERS REPRESENTING THE COUNCIL ON OTHER BODIES

- i. Chairman's Report –there was no report – Cllr Dudley had submitted apologies.
- ii. Verbal Reports – Verbal reports from other Councillors / Officers representing the Council on outside bodies were received:
 - a. Cllr Paxton reported that North Ascot Community Association had continuing roofing issues at the hall and that more enquires were needed to get these resolved.
 - b. Cllr Blakemore reported that he had attended a Local Nature Recovery Strategy workshop that had been organised by RBWM Council. Several local

environmental groups had been represented at the meeting. Views were gathered on a number of environmental topics including SANGS, footpaths and traffic.

CM 10064 REPORTS FROM BFC WARD AND PARISH COUNCILLORS

- i. No written reports were received from BFC Ward Councillors. **Noted.**
- ii. The following verbal reports were received from Parish Councillors on matters within their wards:
 - a. Cllr Gaw reported that:
 - Pothole problems continue but that road furniture (signage) issues had been addressed.
 - Storm drain clearance within Winkfield Parish had not occurred for some time and this was contributing to local flooding problems. Councillors agreed to Cllr Gaw's suggestion that a letter be sent on behalf of councillors to BFC to request details of the drain clearance programme planned for the area.
 - b. Cllr Hayes reported continuing concerns about the BFC parking standards and impacts within the Parish.
 - c. Cllr Rowland reported that an increasing issue seen was advertising / marketing boards being placed in unsuitable locations
 - d. Cllr Barber reported that:
 - A residents meeting had been organised regarding the Berkley Homes development proposed for Martins Heron. This was to be held at Martins Heron & The Warren Community Centre
 - The BFC road maintenance programme had addressed some issues within the Martins Heron and Warren areas.
 - Cllr Barber had been in communication with an EV company who would be able to carry out a feasibility study for EV installations around the Parish with the aim of nil cost to the Parish.
 - e. Cllr Paxton reported that:
 - The North Ascot library carpark faulty lights had been reported to BFC and would likely be expensive to repair.
 - A drain issue in North Ascot had been reported to BFC.
 - f. Cllr Warren reported that there was a considerable rodent infestation issue in the Mill Ride / Sandy Lane area. This had been reported to the Public Protection Department.

CM 10065 3/5/10 YEAR PLAN WORKING PARTY MEETING REPORT AND RECOMMENDATIONS

The report and recommendations from the working party were attached at Appendix 3 for review and consideration.

The following recommendations had been made- see table below:

Community Engagement & Consultation across different sectors of the community
Recommendations to Council:
1. Each Councillor to contact and put forward 3 or 4 residents to be part of the Winkfield 130 residents group - aim would be to get representatives from a wide demographic group to ensure best possible representation
2. Increase publicity of the Annual Parish Meeting - posters / social media / press release (Cllr Wall) / banners x2
Community Facilities
Recommendations to Council: Office Relocation
1. Clerk to confirm ownership of both Carnation Hall and Ascot Jubilee and contact property owners as to possibilities of undertaking such a project
2. Clerk to investigate the options of commissioning a feasibility study
Recommendations to Council: Locks Ride Cabin
1. Expression of Interest publicity for provision of a refreshment's facility run by an operator independently of WPC
2. Advertising to run for a period of 1 month from end of April and then any Expressions of Interest to be evaluated
Recommendation to Council: King George V Recreation Ground
1. Council to consider whether to pursue or to abandon the installation of toilet facility project
Recommendation to Council: Carnation Hall & Martins Heron & the Warren Community Centre
Clerk to obtain quotes for acoustic panel installation
Recommendation to Council: Allsmoor
Clerk to check if there is cycle rack provision on site and installation of racks to be investigated if none already on site
Traffic - identifying concerns, liaising with BFC and contributing to mitigating measures where possible
Recommendation to Council: Traffic issues
WPC to contact BFC for details on current transport plan for Winkfield parish
Physical and Mental Wellbeing and Community Resilience
Recommendations to Council:
1. Invite the PCSO to the Annual Parish Meeting
2. Cllr Adams to investigate contacts and opportunities that can support community wellbeing and resilience
3. Liaise with Berkshire Youth on activities that can be delivered in the Parish
Traffic - identifying concerns, liaising with BFC and contributing to mitigating measures where possible
Recommendation to Council:
Allocation of CIL funds to support traffic calming measures - nominal allocation of £25k to the South and £25K to the North. Councillors to bring forward schemes for consideration
Financial Strategy & Risk Management
Recommendation to Council:
A deputy Finance Lead and Deputy Leisure lead to be appointed at the Council Annual Meeting in May.

The Clerk had previously distributed the recommendations of the working party to Councillors and no comments had been received. Councillors agreed that the recommendations as per Appendix 3 had been sufficiently reviewed and that further

detailed discussion was not required. It was stated that the document was a living document to be developed and modified over time.

It was proposed by Cllr Paxton, seconded by Cllr Wall and unanimously

RESOLVED to accept the recommendations of the working party as stated above.

CM 10066 WINKFIELD ROW TRAFFIC CALMING

Agenda item from March 24 Council meeting to consider £5K contribution toward the traffic calming scheme in conjunction with BFC and Lambrook School was deferred to this April meeting. The matter to be reconsidered once recommendations from the 3/5/10 Year Working Party relating to traffic calming CIL budgetary provision was decided upon.

Councillors reviewed the matter and concluded that as per minute CM 10010 (February 20th Meeting) the proposed scheme would not be supported at the present time but would form part of wider traffic calming deliberations and considerations.

It was proposed by Cllr Barber, seconded by Cllr Paxton and unanimously

RESOLVED that the proposal would not be approved, as per previous minute in February (CM 10010) and the terms WPC standing orders section 7 regarding previous resolutions would be applied.

CM 10067 CLERK'S REPORT

The Clerk's report was attached at Appendix 4. **Noted.**

CM 10068 CIVILITY & RESPECT PLEDGE CODE OF CONDUCT TRAINING

The Clerk requested that Councillors who had not yet done so to provide either confirmation that training had been completed or to make arrangements with the Clerk to access training in order to enable signing of the pledge to be progressed. There was discussion regarding frequency of training requirements. The Clerk will make enquiries to confirm this and contact councillors further so that appropriate training programme can be implemented.

CM 10069 CAPITAL PROJECT UPDATE

A list of 2023-24 capital projects was attached at Appendix 5. **Noted**

CM 10070 LEISURE REPORT

The Leisure Report was attached at Appendix 6. **Noted**

CM 10071 PLANNING APPLICATION FOR CONSIDERATION

The following planning application was considered:

24/00159/FUL: **Don Beni Restaurant, Winkfield Row, Bracknell, RG42 6NH**
Redevelopment of site to rear of Don Beni to form 1 detached 4-bedroom dwelling with associated parking, cycle store and amenity space.

It was proposed by Cllr Warren, seconded by Cllr Wall that the council recommend refusal stating reason: The proposal significantly reduces the available parking for customers which would substantially increase on-road parking. The Winkfield Row lay-by is the only parking provision for residents and does not have any capacity to accommodate customer parking. The proposed housing would be an overdevelopment of the site which is even more inappropriate given the site's proximity to a conservation area.

A counter proposal was then made proposed by Cllr Barber and seconded by Cllr Rowland that the council respond by way of Observation stating that WPC have concerns that the parking provision may be insufficient for use by the restaurant clientele and staff.

Voting followed on the counter proposal and with one abstention, 10 in favour and two against it was

RESOLVED: Observation

WPC have concerns that the parking provision may be insufficient for use by the restaurant clientele and staff.

CM 10072 ORDERS FOR PAYMENT

A list of all payments covering the period 1st March to 31st March 2024 was attached at Appendix 7. All payments have been approved by the Clerk and two Councillors and paperwork is available at the office.

It was proposed by Cllr Paxton, seconded by Cllr Barber and unanimously

RESOLVED to accept the payments covering 1st March to 31st March 2024

CM 10073 PAYMENTS FOR APPROVAL LOCAL GOVERNMENT ACT 1972 S137

A list of payments for approval was attached at Appendix 8.

It was proposed by Cllr Paxton, seconded by Cllr Barber and unanimously

RESOLVED that in accordance with its powers under s137 of the LGA 1972 the Council should approve the payments, which in the opinion of the Council, are in the interests and to the benefit of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.

CM 10074 FINANCIAL POSITION AND CURRENT INVESTMENTS

- i. Balances of all bank accounts and investments as at 31st March 2024 were attached at Appendices 9 – 10. Full bank reconciliations are

available in the Parish Office. These are being approved by the RFO and the Lead Finance member. **Noted**

- ii. Consideration was given to the re- investment period for United Trust Bank 1 year bond currently standing at £155,901, which has matured. Interest currently offered at 5% (although this may subject to change) for reinvestment for a further 1-year period.

It was proposed by Cllr Barber, seconded by Cllr Paxton and unanimously

RESOLVED to reinvest for a further one-year period

- iii. A summary I&E statement was attached at Appendix 11. **Noted**

CM 10075 REQUESTS FOR FINANCIAL ASSISTANCE

The budget for Donations for the current year is £25,000 to include General Donations, Churchyard Maintenance Grants and Village Hall Grants. **Noted.**

Details of donations made in 2019/20, 2020/21, 2021/22, 2022/23 and 2023/24 were given in Appendix 12. **Noted**

Consideration was given to the following applications received:

- i. Thames Hospice - Application form together with supporting information and financial documentation was attached at Appendix 13.

It was proposed by Cllr Warren, seconded by Cllr Blyth and with two abstentions

RESOLVED to award a grant of £1,500 to Thames Hospice to support provision of free hospice care for terminally ill residents of Winkfield Parish.

- ii. Youthline- Application form together with supporting information and financial documentation was attached at Appendix 14. Cllr Barber declared an interest as trustee and Cllr Adams also declared an interest. Neither would vote in respect of this application.

It was proposed by Cllr Blyth , seconded by Cllr Paxton. and with two abstentions

RESOLVED to award a grant of £1,600 to Youthline to support the delivery of supervision to their councillors

- iii. Bracknell & District Parkinson's Branch- Application form together with supporting information and financial documentation was attached at Appendix 15.

It was proposed by Cllr Barber, seconded by Cllr Barreto and unanimously

RESOLVED to award a grant of £1,000 to Bracknell & District Parkinson's Branch to help subsidise services for members which help alleviate their condition of Parkinson's.

- iv. Homestart- Application form together with supporting information and financial documentation was attached at Appendix 16.

It was proposed by Cllr Barber, seconded by Cllr Ehinger and unanimously

RESOLVED to award a grant of £800 to Homestart to support ongoing running costs.

- v. Any urgent grant applications received.

None received. **Noted.**

CM 10076 FINANCE WORKING PARTY REPORT AND RECOMMENDATIONS

Report and recommendations from the Finance Working Party for consideration were attached at Appendix 17. The following items were recommended:

- i. To bring all the alarm and security contracts under one single contract with the same expiry and renewal date and then to carry out a best value review
- ii. Review of investments:
 - Natwest:** Withdraw funds of £316,254.00 to HSBC
 - Santander:** Renew a 12-month time deposit (interest rate 5.20% at time of meeting)
 - Reliance:** Withdraw funds of £100,000.00 to HSBC
 - Redwood Bank:** Withdraw funds of £100,000.00 to HSBC
 - Hampshire Trust Bank:** Withdraw funds of £150,000.00 to HSBC and close this account
- iii. Delegated authority for the Clerk to spend up to £2,000.00 to on solicitor fees regarding Memorandums of Agreement for both charities (Hugh Prescott Elliott – Chavey Down Allotments & King George's Field) Existing budget of £500 for legal fees to be utilised and the balance to be paid from the contingency budget line
- iv. **Silver Sunday** The budget is £1,500.00 for 2024-25. The working party recommended a £500.00 contribution for Alzheimer's Dementia Support located in King Edwards Road, Ascot (if they are arranging a Silver Sunday event) and £500.00 contribution for Age Concern based in Forest Park. Biscuits to be purchased as in previous years for those councillor's that request them.

Cllr Hayes requested that the donation for a Silver Sunday event in the North of the Parish be split between St Christopher Gardens and the King Edward Road group.

It was proposed by Cllr Hayes, seconded by Cllr Barber and unanimously

RESOLVED to accept the recommendations as stated above to include the variation of the Silver Sunday funding as proposed by Cllr Hayes

CM 10077 D-DAY 80 FLAGS OF PEACE

An illustration of the official D-Day 80 flag was attached at Appendix 18

It was proposed by Cllr Paxton, seconded by Cllr Wall and unanimously

RESOLVED to purchase one flag to fly at the Parish Office. After the event this could then be displayed at Carnation Hall as an historic item.

Cllr Paxton also suggested that as an enhancement to the flag at the office he would display a symbolic beacon of peace lamp in the office window. There were no objections to this idea.

CM 10078 ITEMS FOR NEXT AGENDA

Written notice of items for consideration for inclusion on the agenda of the next Council meeting to be submitted by councillors to the Clerk by 14th May 2024.

Noted

CM 10079 DATES FOR THE DIARY

Events	
Spring Footpath Walk	27 th April '24
Annual Winkfield & Warfield Cycle Ride	23 rd June '24 (starting from Carnation Hall)
Summer of Fun '24	CANCELLED (Locks Ride)
Arts Week (Winkfield / Binfield/ Warfield PC)	26 th October to 2 nd November '24
Festive Event	15th December '24 (Carnation Hall)
Climate Change Concert	Spring 2025 – date TBC

WPC Meetings	
Council	28th May '24 (Annual Mtg), 18th June'24, 16th July '24
Planning & Highways	7th May '24, 4th June '24, 2nd July '24
Staffing & Strategy	11th June '24

Other	
Lily Hill Park Steering Group	30 th April - (WPC representatives) - Bracknell Lawn Tennis Club
Annual Parish Meeting	21 st May '24

Noted.

Chairman

DRAFT

Minutes of a Meeting of the
STAFFING AND STRATEGY COMMITTEE
of the Winkfield Parish Council held on
Tuesday 7th May 2024 from 7.00 pm – 7.23 pm



Those present:

Cllr N Atkinson Cllr T Blakemore Cllr E Blyth Cllr Dudley (Chair)

Officer: Mrs Ruth Lyes, Clerk

Absent: Cllr Warren, Cllr Gaw, Cllr Barber and Cllr Paxton

SS 24/01 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Warren and Cllr Gaw

SS 24/02 DECLARATION OF INTEREST

None.

SS 24/03 EXCLUSION OF PRESS AND PUBLIC

It was proposed by Cllr Dudley, seconded by Cllr Atkinson and unanimously

RESOLVED 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.

SS 24/04 STAFFING MATTERS

The following matters were considered:

- Future cleaning arrangements for Martins Heron & The Warren Community Centre
- Delegated Powers for the Clerk in respect of recruitment advertising

It was proposed by Cllr Dudley, seconded by Cllr Blyth and unanimously

Resolved to make the following recommendations to Council:

- i. To seek to engage cleaning contractors for the Martins Heron & Warren Community Centre in order to provide consistency across our sites
- ii. Delegated Powers for the Clerk in respect of the recruitment advertising process for like for like recruitment that may be required over next six months

Chair



Minutes of the Extraordinary Meeting of Winkfield Parish Council

held at Carnation Hall, Chavey Down Road, RG42 7PA
on 7th May 2024 from 20.49 pm – 20.54pm

Councillors:

Cllr P Adams	Cllr N Atkinson	Cllr G Barber	Cllr O Barreto
Cllr T Blakemore	Cllr E Blyth	Cllr C Dudley (Chair)	Cllr C Ehinger
Cllr D Hayes MBE	Cllr G Paxton	Cllr K Rowland	

Officers: Ruth Lyes , Clerk

Absent: Cllr K Buchler, Cllr Frewer, Cllr M Gaw, Cllr M Karim, Cllr O Lazar,
Cllr A Michie, Cllr D Wall and Cllr R Warren

CM 24/01 APOLOGIES FOR ABSENCE

Apologies were received from Cllr K Buchler, Cllr M Gaw, Cllr M Karim, Cllr O Lazar,
Cllr A Michie, Cllr D Wall and Cllr R Warren

CM 24/02 DECLARATION OF INTEREST

None

CM 24/03 EXCLUSION OF PRESS AND PUBLIC

It was proposed by Cllr Dudley, seconded by Cllr Barber and unanimously

RESOLVED that pursuant to the Public Bodies (Admission to Meetings) Act 1960,
members of the press and public be excluded from the meeting during the
consideration of the following matters.

CM 24/04 STAFFING MATTERS

The following recommendations from the Staffing & Strategy Committee meeting
held 7th May 2024 were considered:

- i. To seek to engage cleaning contractors for the Martins Heron & Warren
Community Centre in order to provide consistency across our sites
- ii. Delegated Powers for the Clerk in respect of the recruitment advertising process
for like for like recruitment that may be required over next six months

It was proposed by Cllr Barber, seconded by Cllr Barreto and unanimously

RESOLVED that the recommendations of the Staffing & Strategy Committee as stated above, be approved

Chair

DRAFT

MODEL STANDING ORDERS 2018 (ENGLAND) — UPDATED APRIL 2022

National Association of Local Councils (NALC)
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Review notes :

1. Sections in **BOLD** are mandatory and should not be changed
2. Text highlighted in **YELLOW** relates to non mandatory clauses that have been previously included / amended over time to suit the requirements of WPC . Recommendation is that these continue to be included
3. Text highlighted in **GREEN** relate to non mandatory clauses contained within the NALC model standing orders but not within the current WPC standing orders. To be considered for inclusion.
4. Text highlighted in **RED** relates to non-mandatory NALC model standing order clauses that differ from WPC existing non mandatory clauses which have been adapted and developed over time. Recommendation is to exclude the clauses in red and adopt the clauses in yellow

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INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to his/her/their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he/she/they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.
- q A point of order shall be decided by the chair of the meeting and his/her/their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her/their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 10 minutes unless

directed by the chair of the meeting. **If more than one member of public wants to speak then the 10 minutes will be divided equally.**

- g Subject to standing order 3(f), a member of the public shall not speak for more than 10 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise his/her/their hand when requesting to speak **and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.**
- j A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her/their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting**

- rights present and voting.

- r The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their casting vote whether or not he/she/they gave an original vote.

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
-
- x A meeting shall not exceed a period of 2 hours, with multiple meetings held during any one evening not exceeding two and a half hours, unless agreed by the Chair of the Council and the Parish Clerk

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 7 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;

- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.
- e. The Council will appoint one standing committee as follows which will be established in accordance with standing order 4(d):
- i. Staffing and Strategy Committee – members to comprise Chair of the Council and Vice Chair of the Council together with the Lead Councillor for Leisure, Lead Councillor for Finance and four other elected Members of Council plus the previous year's Chair , if still a Member of Council.
- (Planning and Highways matters will be resolved by Special Meetings of Council convened for this purpose.)
- f. Any Councillor shall be entitled to attend any meetings of any committee or sub-committee of which they are not a member, except for Staffing and Strategy Committee. They may not vote and do not have a right to speak.

5. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.

- f **The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;

- x. Review of representation on or work with external bodies and arrangements for reporting back;
- xi. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;.
- xii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

k Business that must take place during the year but not necessarily at the annual meeting:

- i. review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses and review of contributions made to expenditure incurred by other local authorities;
- ii. review of inventory of land and other assets including buildings and office equipment;
- iii. confirmation of arrangements for insurance cover in respect of all insurable risks;
- iv. review of the Council's and/or staff subscriptions to other bodies;
- v. review of the Council's complaints procedure;
- vi. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21);
- vii. review of the Council's policy for dealing with the press/media;
- viii. review of the Council's employment policies and procedures;
- ix. review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- x. confirmation of the appointment of the Internal Auditor.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and**

agenda for such a meeting shall be signed by the two councillors.

- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.
- b Voting shall be by way of written ballot in open session. The votes will be counted by the presiding officer in attendance at the meeting.
- c This process shall be used for the co-option of members to the Council.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7

clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;

- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council. **This code of conduct will be in common with Bracknell Forest Council.**
- b Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- c Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by

the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.

- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the Unitary Council (Bracknell Forest Council) that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties

of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the Unitary Council (Bracknell Forest Council) that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming his/her/their withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her/their office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests;
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
 - ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
 - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in his/her/their absence the Vice-Chair (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council ;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

- a **The Council has appointed the Clerk to undertake the work of the Responsible Finance Officer.** The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a

statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
- iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

- v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least **two** councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of the Staffing and Strategy Committee is subject to standing order 11.
- b. The Chairman of the Staffing and Strategy Committee or in his absence, the Vice-Chairman shall conduct a review of the performance and annual appraisal of the work of the Clerk.
- c. The Clerk will conduct a review of the performance and annual appraisal with all other members of staff, unless directed by resolution of the Council.
- d. All staff will have their terms and conditions of contract reviewed annually by November, ahead of the annual estimates and any amendments required will be proposed to Council through the Staffing and Strategy Committee.
- e. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chairman or in his absence, the Vice-Chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- f. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the Chairman or Vice-Chairman of either Council or the Staffing & Strategy Committee, this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of the Council.
- g. The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h. Any persons responsible for all or part of the management of staff shall treat as confidential written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- i. In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(g).
- j. Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(g) and (h) above shall be provided only to the Clerk and Assistant Responsible Financial Officer.

a. A matter personal to a member of staff that is being considered by a meeting of [Council] OR [the () committee] OR [the () sub-committee] is subject to standing order 11.

b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of [the () committee] OR [the () sub-committee] or, if he/she/they is not available, the vice-chair (if there is one) of [the () committee] OR [the () sub-committee] of absence occasioned by illness or other reason and that person shall report such

absence to [the () committee] OR [the () sub-committee] at its next meeting.

- c The chair of [the () committee] OR [the () sub-committee] or in his/her/their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by [the () committee] OR [the () sub-committee].
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of [the () committee] OR [the () sub-committee] or in his/her/their absence, the vice-chair of [the () committee] OR [the () sub-committee] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the () committee] OR [the () sub-committee].
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chair or vice-chair of [the () committee] OR [the () sub-committee], this shall be communicated to another member of [the () committee] OR [the () sub-committee], which shall be reported back and progressed by resolution of [the () committee] OR [the () sub-committee].
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**
- g **The Council shall provide each serving member with an email address for their use during their term of office. Members are advised that all council business conducted on email should be done so with this address and that their email correspondence using this address may be the subject of an FOI request**

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), the Council's common seal shall alone be**

used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of Bracknell Forest Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least () councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

WINKFIELD PARISH COUNCIL TERMS OF REFERENCE – STAFFING & STRATEGY COMMITTEE

Adopted: 17th October 2023

Review date: ~~September 2027~~ May 2025

As per Standing Orders, the Staffing & Strategy Committee will consist of the Chairman of Council, Vice-Chairman of Council, Lead Finance Councillor, Lead Leisure Councillor and 4 additional Councillors plus the previous year's Chairman, if still a Member of Council and will be quorate only if at least a third of the membership are present. The election of additional members will be made each year at the Annual Meeting of the Parish Council.

The Chair of the Council to be the appointed Chair of the Staffing and Strategy Committee

Any changes to membership to be confirmed / changed by Full Council.

~~A regular review of these Terms of Reference is to be undertaken at least every four years annually at the annual meeting of Council and more frequently when deemed necessary.~~

At the first meeting in a new Civic year, the Committee members shall review these terms of reference and recommend any amendments to Full Council.

The Committee will receive reports from the Clerk who will make recommendations and provide advice as appropriate.

The purpose and remit of the Committee is as follows:

1. Oversee the recruitment and appointment of staff, the Clerk to manage the administration of the recruitment process
2. Receive reports and recommendations from the Clerk and establish and keep under annual review the staffing structure and salary pay scales for staff and make recommendations to Full Council.
3. To review and revise as appropriate the model standard terms of employment contract on an annual basis and in compliance with legislation.
4. Appoint from its membership a recruitment panel when necessary to manage the recruitment and appointment of a new Clerk. The Recruitment Panel will have delegated authority to employ. The Clerk recruitment panel will normally include 3 members plus the current Clerk in attendance.
5. To make arrangements for the performance management of the Clerk
6. To appoint members to act as a disciplinary panel as set out in the Green Book and as an appeals panel in the case of any appeal against disciplinary action.

7. To appoint members to hear any formal grievance.
8. As and when required to appoint an Appeals Panel in line with the Council's Grievance Policy
9. To ensure the Council complies with all legislative requirements relating to the employment of staff.
10. To draft, review and revise policies related to staff
11. Oversee and review staff working conditions, including wellbeing, health and safety.
12. To be aware of sources of expert advice on employment matters (e.g. South East Employers) and to ensure that the council uses such sources where there is any doubt about good employment practice.
13. To be responsible for the review of all Council policies on a regular basis as a minimum every 3 years or more often as required
14. To review the Council's insurance cover on an annual basis.
15. To manage the provision of training for Councillors.
16. The 3/5/10 Year Plan Working Party to report back to the Committee
17. The Committee shall meet as a minimum of three times per civic year and more often as required.

Winkfield Parish Council Risk Management Policy

Approved: 15th March 2022
 Review by: 31st March 2023
 Version: DRAFT v5 Review May 2024

The need to undertake regular reviews and to document the Risk Management Policy of the Parish Council is an integral part of the Accounts and Audit Regulations 2003 (Statutory Instrument 2003/5330. A Practitioner's Guide' published jointly by the National Association of Local Council and the Society of Local Council Clerks provides further information concerning Risk Management.

Risk Management covers much more than Health and Safety Risks.

The following observations are taken from the Practitioners Guide:

"The greatest risk facing a local authority is not being able to deliver the activity or services of the council."

"Risk management is not just about financial management; it is about achieving the objectives of the organisation to deliver high quality public services."

"The local council audit regime seeks to encourage local councils to address these issues by placing emphasis on the need to keep under review and, if needs be, strengthen their own corporate governance arrangements, thereby improving their stewardship of public funds and providing positive and continuing assurance to taxpayers."

"Members are ultimately responsible for risk management because risks threaten the achievement of policy objectives. As a minimum, members should, at least once a year:

- take steps to identify and update key risks facing the council
- evaluate the potential consequences to the council if an event identified as a risk takes place
- decide upon appropriate measures to avoid, reduce or control the risk or its consequences."

The following table has been used to calculate the risk level.

LIKELIHOOD ↑ ↓	IMPACT ←————→				
	Very High (4)	4	8	12	16
	High (3)	3	6	9	12
	Medium (2)	2	4	6	8
	Low (1)	1	2	3	4
		Low (1)	Medium (2)	High (3)	Very High (4)

Risk Score	Rating
0 – 3	Low
4 – 6	Medium
6 – 9	High
10 – 16	Very High

Subject	Risk(s) identified	Risk level			Management/Control of Risk	Review/Assess/Revise
		Likelihood Score 1,2 or 3	Severity Score 1,2 or 3	Risk Score Likelihood x Severity		
Business Continuity						
Business Continuity	Council not being able to continue its business due to an unexpected or tragic circumstance Loss of Clerk or loss of Council papers/electronic records	1	3	3	All Council documents are stored on a server which is backed-up off site by the IT provider. WPC owns 2 laptops and 2 iPad's which all have VPN connection to allow staff to work from home if necessary. Business continuity insurance cover is included in the Council's policy. In the event of the Clerk being indisposed the Chairman is to contact the County Association of Local Councils or SLCC for advice. The Finance Officer holds a sealed envelope of all relevant computer passcodes in the safe.	Appropriate back-up arrangements in place.
	Unavailability of cheque/ online payment authoriser signatories	1	3	3	Main bank account currently 6 Councillors plus the Clerk and Assistant RFO are signatories. Mandate set for any 2 Councillors plus one officer. Other accounts and investments have between 4 and 6 signatories	
Finance						
Precept	Adequacy of precept to enable the Council to carry out its statutory duties	1	3	3	To determine the precept amount required, the Council regularly receives budget updates, financial statements and bank reconciliations from the Clerk.	Existing procedure deemed adequate during 2024/25 budget setting process.
	Requirements not submitted to the Borough Council	1	3	3	At the December meeting Council receives a draft budget report from the Clerk, including actual position and projected position to the end of year, indicative budget figures and proposed project costings, levels of reserves and anticipated monies being carried forward. These figures, together with an updated tax base figure from Bracknell Forest Council determine the precept amount to be requested from Bracknell Forest Council. The figure is submitted by the Clerk in writing. The Finance Working Party reviews the budget and makes recommendations to Council	
	Monies not received from Borough Council	1	3	3	The Clerk checks the bank for receipt and informs the Council when the monies are received.	
Financial Records	Inadequate records	1	3	3	The Council has adopted Financial Regulations which set out the requirements for banking, payments and reconciliation of accounts. Payment listings and financial reports are presented to Council each month. The Lead Finance Councillor examines the bank reconciliations monthly. Sector specific Rialtas Omega Accounting Software is used	Existing procedure deemed adequate. Financial Regulations reviewed annually Deputy Finance Lead to be appointed 2024 The Council reviews the
	Financial irregularities	1	3	3	The accounts are audited by an independent person each year.	

Subject	Risk(s) identified	Risk level			Management/Control of Risk	Review/Assess/Revise
		Likelihood Score 1,2 or 3	Severity Score 1,2 or 3	Risk Score Likelihood x Severity		
						adequacy of internal arrangements annually
Bank and Banking	Inadequate checks	1	3	3	The Council's Financial Regulations set out the requirements for banking, payments and reconciliation of accounts. The Finance Officer reconciles the bank accounts monthly to ensure transactions are correctly reflected in the financial information presented to the Council. The Clerk and Lead Finance Councillor examine the bank reconciliations monthly. The Clerk reviews the Council's banking arrangements regularly	Existing procedure deemed adequate. Review Financial Regulations annually. Confirmation of checks on bank reconciliations presented to Council each month. Review bank signatory lists as required, especially after Annual Meeting of Council and after an election.or change of officers
Cash	Loss through theft or dishonesty	1	3	3	The Council has Financial Regulations which set out the requirements for the handling of cash. Cash deposits to bank are carried out on different days and at different times. The Council holds no petty cash floats	Existing procedures deemed adequate. Staff are reminded to be discreet when transporting cash.
Election Costs	Financial risk to the Council of an election	1	2	2	Risk is higher in an election year. An Earmarked Reserve is held to cater for an election if this becomes necessary.	Existing procedures deemed adequate.
VAT	Incorrect re-claiming /payment not received	1	2	2	The Council has Financial Regulations which set out the required process. VAT is reclaimed quarterly through the existing finance software.	Existing procedures deemed adequate
Reporting and Auditing	Inadequate financial reporting	1	3	3	A budget monitoring report is present to Council each month.	Existing procedures deemed adequate.
	Failure to comply with audit regulations	1	3	3	The Internal Auditor periodically examines the financial statements of the Council and produces a report	
Annual Return	Failure to submit within time limits – risk of fine	1	2	2	Annual Return is completed and approved by the Council before submission to the External Auditor on time. Internal Auditor completes relevant section of Annual Return	Existing procedures deemed adequate.
Direct costs	Goods billed but not supplied	1	2	2	The Clerk approves all invoices before submitting to the Finance Officer for payment.	Existing procedures deemed adequate.

Subject	Risk(s) identified	Risk level			Management/Control of Risk	Review/Assess/Revise
		Likelihood Score 1,2 or 3	Severity Score 1,2 or 3	Risk Score Likelihood x Severity		
Orders and invoices	Incorrect invoicing	1	2	2	Invoices are scrutinised by Councillors before signing cheques/ authorising payments.	Existing procedures deemed adequate.
	Loss of stock	1	2	2	The Council carries minimal stock	
Debts	Unpaid invoices	1	3	3	Unpaid invoices to the Council are pursued and where possible, payment is obtained in advance	
Grants payable	Incorrect grants paid/ procedure not followed	1	2	2	Council reviews compliance with the criteria to use the GPC at the 'relevant' Annual Meeting -if qualifying to use GPC this will be minuted at the Annual Council Meeting. . When Council does not qualify for GPC the procedures for using S137 (Power of last resort) will be followed. All grant payments are approved and minuted accordingly. S137 payments (if used) are recorded separately.	Existing procedures deemed adequate.
Grants received	Misallocation of grant	1	2	2	The receipt of one-off grants are recorded through meeting minutes and financial management systems.	Existing procedures deemed adequate.
Charges – rentals payable	Payment of charges, leases, rentals	1	2	2	Payment for leases are made upon request and in accordance with agreed fees.	Existing procedures deemed adequate.
Charges – rentals receivable	Receipt of rental (allotments)	1	2	2	The Council administers a secure allotment software programme which is used to produce rental invoices. Reports are prepared to check outstanding rental payments.	Existing procedures deemed adequate.
Value for Money	Work awarded incorrectly	1	3	3	Financial Regulations specify the procedure for procuring good and services.	Existing procedures deemed adequate.
Accountability	Overspend on services	1	3	3	Contract and services costs are reviewed regularly. If problems are encountered with a contract or a service, the Clerk will investigate the circumstances and report to Council	
Salaries and associated costs	Salary paid incorrectly	1	3	3	Rates of pay are linked to national terms and conditions (NJC Green Book).	Existing systems deemed adequate.
	Wrong deductions of tax, NI or pension contributions	1	3	3	Sage Payroll software is used for payroll calculations which calculates pension, tax and NI deductions. The Finance Officer pays the required contributions to the pension company and HMRC on a monthly basis. All staff have a contract of employment and job description. Employment policies are in place.	
Insurance	Adequacy	1	4	4	An annual review is undertaken and a more in depth review of assets and policy cover is taken on renewal (currently 3 yearly)	Existing procedures deemed adequate.

Subject	Risk(s) identified	Risk level			Management/Control of Risk	Review/Assess/Revise
		Likelihood Score 1,2 or 3	Severity Score 1,2 or 3	Risk Score Likelihood x Severity		
	Employer & Employee Liability	1	3	3	Employers and Employee Liability cover is included in the policy.	Existing procedures deemed adequate.
	Fidelity Guarantee	1	2	2	Fidelity cover is included in the policy	
	Libel & Slander	1	2	2	Libel & Slander cover is included in the policy	
Personnel						
Employees	Loss of key personnel Knowledge of staff to carry out roles	2	2	4	The Clerk and Chairman and if necessary, the Staffing & Strategy Committee will convene an emergency meeting to agree interim arrangements if key personnel are absent without notice.	Existing procedures deemed adequate.
	Knowledge of staff to carry out roles to a good standard	1	2	2	Training is provided to ensure staff are equipment with the knowledge to carry out their roles The Clerk is provided with access to relevant training, reference books and legal advice required to undertake the role. Annual appraisals are carried out.	Monitor insurance requirements and working procedures regularly.
	Fraud	2	2	4	The Council holds Fidelity Guarantee insurance with regard to fraud or staff actions.	
	Health & Safety	2	3	6	Employment policies are in place. And training provided	All staff review risk assessments annually
Governance						
Legal Powers	Illegal activity or payments	1	3	3	All activity and payments within the powers of the Council to be resolved and minuted at Full Council. Access to NALC / HALC to provide guidance on powers legal issues and access to legal topic notes. Legal advice is sought from solicitors as and when required	All powers appropriately considered.
Future Planning	Lack of direction and prioritisation and absence of longer term planning	1	3	3	Longer term planning to be periodically reviewed and updated . 3/5/10 year plan is currently subject to review and to be regularly updated – minimum annually. Budget is reviewed to ensure that capital projects and CIL expenditure is planned for	Annual review as a minimum of longer term planning
Minutes, Agendas, Notices, Statutory	Accuracy and legality	1	3	3	Minutes and agendas are produced by the Clerk and adhere to legal requirements. Attendance is recorded to evidence a quorum Minutes are approved and signed at the next Council meeting. Minutes and	Existing procedure deemed adequate.

Subject	Risk(s) identified	Risk level			Management/Control of Risk	Review/Assess/Revise
		Likelihood Score 1,2 or 3	Severity Score 1,2 or 3	Risk Score Likelihood x Severity		
Documents	Business conduct	1	3	3	agendas are accessible to the public in compliance with the legal requirements. Business conducted at Council meetings is managed lawfully by the Chairman with the advice and guidance of the Clerk.	Guidance/training is available to the Chairman. Members must adhere to the Code of Conduct.
Local Government Data Transparency Code	Non-compliance of the code	1	3	3	Website in place with current agendas, minutes and reports uploaded. AGAR documents are uploaded and also Standing Orders , Financila Regulations and policies	Existing procedures deemed adequate
Assets	Damage or Loss	2	3	6	Insurance cover (see item above) . Asset register is maintained and reviewed annually. Security measures are in place (intruder alarms / fire protection measures / CCTV / gates which are locked overnight)	Existing protection deemed adequate
Health & Safety						
Legionella & Asbestos	Risks to staff and users of Council facilities	1	4	4	Risk assessments have been carried out by qualified professional specialists across all sites to enable risks to be identified and measures taken to mitigate risks. Subject to periodic review and update	Ongoing process
Fire risk	Risks to staff and users of Council facilities and to council property	1	4	4	Risk assessments have been carried out by qualified professional specialists across all sites to enable risks to be identified and measures taken to mitigate risks. Subject to periodic review and update	Ongoing process
Tree Safety	Risks to staff and users of our green spaces & recreational grounds	2	4	8	Tree surveys across all WPC sites has been undertaken 2024 by qualified arboriculturist. Identified actions to be carried out. Survey to be repeated on a 3 yearly basis. Grounds staff will carry out general observations of trees in between surveys and highlight any concerns	Ongoing process
Meeting Location	Health & Safety	1	2	2	The Council meetings are held at Carnation Hall or Martins Heron & The Warren Community Centre. The premises and facilities are considered to be adequate from a Health & Safety, DDA and comfort perspective.	Existing location deemed appropriate.
Allotments	Failure of tenants to use and maintain plots	1	2	2	Inspection of plots carried out by staff throughout the year. Tenants receive letter highlighting concerns if appropriate with period of time to rectify. Tenancy Agreements sent out for signature annually.	Existing procedure deemed adequate.
	Risk to third parties	1	3	3	Tenants advised to hold own liability insurance.	
Data Protection and GDPR Compliance						
Data Protection	Failure to comply with Policy	1	2	2	The Council is registered with the Information Commissioner.	Ensure annual renewal of registration and compliance

Subject	Risk(s) identified	Risk level			Management/Control of Risk	Review/Assess/Revise
		Likelihood Score 1,2 or 3	Severity Score 1,2 or 3	Risk Score Likelihood x Severity		
					Data protection policy in place Confidential documents are identified as such to Councillors (PINK) Councillors have gov.uk email accounts and do not use personnel email addresses for council business	with the General Data Protection requirement.
Freedom of Information Act	Failure to comply with Policy	1	2	2	The Council has a Freedom of Information policy	Monitor and report any impact of requests made under the FOI Act
	No compliance of provision of information	1	2	2	The Council is able to request a fee for any information requested to cover the cost of consumables	

Winkfield Parish Council

Accounts 2023-24

Fixed Assets

Buildings**Council Offices:**

Buildings	£401,000
Contents	£23,589

Ascot Jubilee Pavilion

Building	£336,000
Teen Shelter	£7,687
CCTV	£10,416

Locks Ride Pavilion and Workshop

Building Pavilion	
Store, Garage & Cabin	£205,000
Contents	£68,887

*Old pavilion demolished, to enter value
once new pavilion is complete*

Carnation Hall

Building	£1,128,000
Contents	£36,120

Total **£2,216,700**

Play Areas

Ascot Jubilee	£64,160
Allsmoor	£70,118
Fernbank Road	£37,029
Carnation Hall	£37,639
Asher	£55,444
Locks Ride	£150,000
King George V	£125,962
Blackmoor	£20,641
Savernake	£1,748

Total **£562,740**

Vehicles

Ford Transit	RV70 NTX	Lease	Lease exp. 11/26
Kubota Tractor	RK24 ZVV	Lease	Lease exp. 03/29
Maxus T90	RF73 HWS	Lease	Lease exp. 12/29
Scag Mower	RX24 AXS	Lease	Lease exp. 03/29

Total **£0**

Seats

22 Seats **£11,000**

Noticeboards

16 Noticeboards **£20,042**

Bus Shelters

6 Cantilever	£12,600
12 Brick	£34,045
1 Metal	£3,095
Perch seating	£4,935

Total **£54,675**

Total of all Assets **£2,865,158**



Winkfield Parish Council

Statement of Internal Controls

Introduction

Winkfield Parish Council is a local authority funded largely by public money and is responsible for ensuring its financial business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently and effectively. In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

The Council is required to review at least annually the effectiveness of its systems of financial control. This is informed by the work of the Internal Auditor and the Council as the body corporate who has responsibility for the development and maintenance of the internal audit environment and any comments made by the Council's appointed internal and external auditors in their respective interim and annual reports.

Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to:

- identify and prioritise the risks to the achievement of the Council's policies, aims and objectives;
- evaluate the likelihood of those risks being realised and the impact should they be realised; and
- manage them efficiently, effectively and economically.

The system of internal control accords with the practices set out in the Joint Panel on Accountability and Governance; A Practitioners Guide (2024 edition).

The Internal Control Environment

The Council:

- has adopted Financial Regulations which set parameters for its financial operations.
- reviews its obligations and objectives and approves budgets for the following year at its January meeting.
- approves the level of precept for the following financial year at its January meeting.
- annually appoints a Councillor to carry out monthly bank reconciliation checks.
- meets once a month and monitors progress at each meeting by receiving relevant reports from the Clerk / Assistant Responsible Finance Officer;
- carries out regular reviews of its internal controls, systems and procedures.

The Clerk:

- has been appointed by the Council and acts as the Council's advisor and administrator;
- is the Council's Responsible Financial Officer (RFO) and has overall responsibility for the administration of the Council's finances
- carries regular budget monitoring in conjunction with the Assistant Responsible Finance Officer. Monthly reports are made to Full Council and together with the Assistant Responsible Finance Officer, meets quarterly with the Finance Working party;
- is responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks.
- ensures that the Council's procedures, control systems and policies are adhered to.

Payments:

- All payments are reported to the Council for approval in accordance with Council Financial Regulations.
- Two members of the Council must authorise the payments and adhere to the Council's Financial Regulations as appropriate.
- Payments are made by direct debit, standing order, cheque , credit card and BACS transfer, with payments being raised by the Assistant Responsible Finance Officer and reviewed by the Clerk and authorised in accordance with the council Financial Regulations.
- Where delegation permits, as per the Local Government Act 1972, s101(1a) and the Council's Financial Regulations, a report will be provided to the next full Council.

Risk Assessments / Risk Management:

- The Council maintains up to date risk assessments as appropriate, reviewing all documents at least annually, and regularly reviews its systems and controls.
- The Council seeks and receives appropriate property and legal insurance and health and safety advice as appropriate to manage risk.

Internal Audit:

- The Council appoints an independent and competent internal auditor who reports to the Council on an annual basis on the adequacy of its records, procedures, systems, internal controls and risk management.
- Any issues raised by the Internal Auditor are reported in writing to the Council and agreed actions are monitored to ensure that they have been carried out and actioned within agreed timescales.
- The Council reviews the effectiveness of internal audit annually.

External Audit:

- The Council has been appointed PKF Littlejohn LLP until 2026-27 to carry out a limited assurance review.
- Following completion of the External Audit the annual Certificate of Audit is provided, which is presented to Council.

Review of Effectiveness

The Council has responsibility for conducting a review of the effectiveness of the system of internal control and internal audit process, which is monitored and informed by:

- the Council;
- the Clerk to the Council / Responsible Financial Officer;
- the work of nominated Councillors appointed to the Finance Working Party who report to the Council as the 'body corporate';
- the work of the independent Internal Auditor;
- the External Auditors through the Annual Return.

Adopted	Input Date	Input CM ref
Reviewed	Input Date	Input CM ref
Next Review due by	Input Date	

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

WINKFIELD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.winkfieldparishcouncil.gov.uk ENTER AUTHORITY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

WINKFIELD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	1,868,333	2,044,121	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	557,072	575,211	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	308,661	587,264	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	378,640	390,933	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	311,305	615,584	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	2,044,121	2,200,079	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	2,074,195	2,263,975	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,957,001	2,865,158	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Climate Working Party Meeting Notes

23rd April 2024 9.30am

Attended by (Teams): Cllr Wall (Chair) Cllr Barber , Cllr Paxton , Cllr Dudley , Cllr Hayes

Officers: Ruth Lyes (Clerk)

Items discussed as follows:

1. EV Charging Points

Cllr Barber has been investigating options that would be nil cost capex for WPC. An initial approach has been made to a company that could provide a feasibility study on such a costing basis. Information has been circulated to the working party. Further enquiries to be made and alternative options would need to be considered in order to meet due diligence requirements.

Consideration to be given to installation of public use EV points across WPC sites. Three phase electrical installation is part of the Locks Ride Pavilion and this would be compatible with higher speed EV Charging Points. An overnight trickle feed for WPC grounds vehicle use would also need to be investigated.

Other considerations would be planning permission requirements, landowner permissions for those sites not owned by WPC and terms of any contract would be scrutinised to ensure no adverse cost implications for WPC.

Action: Further enquiries to be made by the working party and these to be reported to Council.

2. BFC Solar Farm Project – London Road

Cllr Hayes provided some background information on this matter.

Recommendation to Council: WPC to request update from BFC on the progress of this project.

3. BFC Climate Change.

Unfortunately, there was no representation from BFC at the Working Party Meeting so discussion on this matter was limited. It had been hoped that a greater understanding of the various BFC climate action groups could be achieved.

Cllr Wall advised that he currently attended the BFC Transport Working Party Group for Parish and Town Councils and that continued WPC representation on this group could be of value.

Recommendation to Council:

- i. Cllr Ward to act as primary WPC representative on the BFC Transport Working Party and Cllr Dudley to act as Deputy WPC representative. Cllr Ward would pass Clerk details of the contact in BFC for this group.
- ii. Council to submit any ideas for consideration, relevant to the BFC Transport Working Group to be submitted by the WPC representatives.

4. AOB

- i. Cllr Paxton will investigate further the possibilities plastic flowerpot recycling. Currently West Sussex recycle these but there is not an option to recycle the plastic flowerpots in Bracknell Forest.
- ii. Cllr Paxton raised the issue of refuse trucks from other LAs having to travel distance to collect refuse from a small number of houses which were in fact located closer to BFC. It was however acknowledge by the group that there were difficulties in achieving collaborative refuse collections across different Local Authorities.
- iii. Cllr Paxton queried recent drilling on a site adjacent to the London Road and will investigate further.

Next Meeting: TBC (Teams) – BFC to be invited to attend.

D-Day 80 – Suggested plaque wording



Winkfield Parish Council

HSBC

List of Payments made between 01/04/2024 and 30/04/2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
02/04/2024	HOL003	£ 50.00	CHID Refund
02/04/2024	BNP PARABAS	£ 434.95	Mower Lease
02/04/2024	BNP PARABAS	£ 618.54	Kubota Lease
02/04/2024	SMARTEST ENERGY	£ 146.00	MH Electric
02/04/2024	BFBC	£ 367.61	WPC Business Rates
02/04/2024	BFBC	£ 162.97	CH Business Rates
03/04/2024	LUN002	£ 165.49	MHID Refund
04/04/2024	HAR004	£ 50.00	CHID Refund
05/04/2024	SH004	£ 50.00	CHID Refund
05/04/2024	Sage UK Ltd	£ 46.80	Sage Payroll
05/04/2024	Information Commissioner's Off	£ 55.00	Data protection fee
08/04/2024	C KING	£ 2.21	WR Allots, Plumbing
09/04/2024	C KING	£ 3.00	MH Cleaning products
09/04/2024	HSBC Bank	£ 1,917.45	HSBC Visa Purchases
15/04/2024	Arco Ltd	£ 242.79	PPE
15/04/2024	BFBC	£ 215.62	Salt bins
15/04/2024	Bracknell Town Council	£ 1,084.32	Gang mowing & line paint
15/04/2024	EARTH ANCHORS LTD	£ 492.60	CH New bench
15/04/2024	Fountaineers Ltd	£ 1,394.51	24-25 Splashpad recommission
15/04/2024	Initial Washroom Hygiene	£ 91.67	Hygiene Visits
15/04/2024	M S Services	£ 60.00	AJ Gate repair
15/04/2024	PILGRIM HEARTS TRUST	£ 1,197.80	Chairman's Charity
15/04/2024	RBS Software Solutions	£ 1,998.00	Accounts Support & Maintenance
15/04/2024	South East Employers	£ 336.00	SEE Membership
15/04/2024	SPY ALARMS LTD	£ 632.40	CH Alarm Contract
15/04/2024	Telanova Limited	£ 4,226.19	365 Business support
15/04/2024	The Timber Group	£ 26.73	Blackmoor Playarea repairs
15/04/2024	Mainstream Digital	£ 431.30	MH Broadband
16/04/2024	WIL008	£ 50.00	CHID Refund
16/04/2024	MORRIS & BLUNT LTD	£ 91,160.64	LR New Pavilion Fees
16/04/2024	Fuelgenie Business Account	£ 96.30	Fuel Cards
16/04/2024	SMARTEST ENERGY	£ 79.00	WPC Electric
16/04/2024	SMARTEST ENERGY	£ 370.00	LR Electric
16/04/2024	SMARTEST ENERGY	£ 114.00	AJ Electric
16/04/2024	SMARTEST ENERGY	£ 257.00	CH Electric
16/04/2024	SMARTEST ENERGY	£ 217.42	AJ Gas
16/04/2024	SMARTEST ENERGY	£ 809.80	CH Gas
16/04/2024	SMARTEST ENERGY	£ 127.17	WPC Gas
16/04/2024	SMARTEST ENERGY	£ 308.37	MH Gas

17/04/2024	ALL001	£	50.00	CHID Refund
17/04/2024	LUN002	£	23.08	MHID Refund
17/04/2024	Vodafone	£	120.73	Vodafone bill
17/04/2024	CASTLE WATER	£	30.32	WR Allots, water
17/04/2024	CASTLE WATER	£	25.85	CR Allots, water
17/04/2024	CASTLE WATER	£	83.31	CH, water
17/04/2024	CASTLE WATER	£	62.71	MH, water
17/04/2024	CASTLE WATER	£	58.73	LR, water
18/04/2024	WRI004	£	150.00	CHID Refund
18/04/2024	ALD AUTOMOTIVE LTD	£	535.48	Maxus lease
18/04/2024	CASTLE WATER	£	20.27	WPC, water
18/04/2024	HMRC PAYE M12	£	5,330.78	HMRC PAYE M12
18/04/2024	BERKSHIRE PENSION FUND M12	£	6,223.70	BERKSHIRE PENSION FUND M12
19/04/2024	RUT001	£	50.00	CHID Refund
19/04/2024	S LINE CHG	£	15.04	Card payment chg
20/04/2024	HSBC CHG	£	5.80	HSBC chg
22/04/2024	MAS003	£	50.00	CHID Refund
22/04/2024	BUR006	£	100.00	CHID Refund
22/04/2024	Worldpay	£	11.94	Worldpay chg
23/04/2024	DIA003	£	25.00	LRID Refund
23/04/2024	WHI009	£	50.00	LRID Refund
23/04/2024	SCO003	£	50.00	CHID Refund
25/04/2024	MIR001	£	500.00	CHID Refund
25/04/2024	SALARIES, VARIOUS	£	17,196.41	Salaries, various
26/04/2024	H Thear	£	10.00	Tennis access card refund
26/04/2024	Youthline Ltd	£	1,600.00	24-25 WPC Grant
26/04/2024	Ascot Tool Hire	£	21.29	Grounds Equipment mtc
26/04/2024	Bracknell & District Parkinson	£	1,000.00	24-25 WPC Grant
26/04/2024	Fernoak Tree Surgeons	£	1,416.00	KGV Tree Surgery
26/04/2024	Jonathan Greenyer	£	120.00	Artsweek Website costs
26/04/2024	Home-Start Bracknell Forest	£	800.00	24-25 WPC Grant
26/04/2024	MADLINS LLP CHARTERED	£	2,723.72	LR New Pavilion fees
26/04/2024	Risk Management	£	54.00	LR Alarm activation
26/04/2024	Servio Ltd	£	687.38	CH boiler repairs
26/04/2024	Society of Local Council Clerk	£	144.00	LD FILCA Training
26/04/2024	SPY ALARMS LTD	£	234.00	CH Alarm repairs
26/04/2024	Suez Recycling & Recovery UK L	£	594.20	LR, CH, MH Waste disposal
26/04/2024	Thames Hospice	£	1,500.00	WPC Grant 24-25
26/04/2024	Ford Lease	£	630.50	Ford vehicle leasing
29/04/2024	BNP PARABAS	£	434.95	Mower Lease
29/04/2024	BNP PARABAS	£	618.54	Kubota Lease

TOTAL £ 153,447.38

S137 PAYMENTS - May '24 Update

APPENDIX 14

Date	Payee	Invoice / Ref	Gross	Vat	s.137
01/04/2024	Opening balance FY 24/25				£ 75,248.00
Expenditure Date / Approved					
April Council mtg CM 10075	Brackell & District Parkinson's	payments run 22.4.24	1000	£ -	1000
April Council mtg CM 10075	Homestart	payments run 22.4.24	800	£ -	800
April Council mtg CM 10075	Thames Hospice	payments run 22.4.24	1500	£ -	1500
April Council mtg CM 10075	Youthline	payments run 22.4.24	1600	£ -	1600
June '23 Coucnil mtg CM 9789 Chairs Charity	Pilgrims Heart	payments run 10.4.24	1197.8	£ -	1197.8
Total	FINAL S137 Allocation FY 2024/25		£ 6,097.80	£ -	£ 6,097.80

Balance	£ 69,150.20
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Total annual amount we can spend under LGA 1972 s137 is current £10.81 per elector ie £10.81 x 6961 = £75248

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Winkfield Parish Council

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Detailed Balance Sheet - Excluding Stock Movement**Month 1 Date 30/04/2024**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
	<u>Current Assets</u>	
101	Debtors	6,788
102	Other Debtors	(125)
105	Vat Due	32,737
205	HSBC	964,787
206	Lloyds TSB	219,480
208	NatWest	368,215
209	Nationwide	250,000
210	Santander	152,155
212	United Trust Bank Ltd	150,000
213	Reliance	151,949
214	Hampshire Trust Bank HTB	150,000
215	Redwood Bank	155,355
	Total Current Assets	2,601,342
	<u>Current Liabilities</u>	
501	Creditors	206,905
515	PAYE/NI Due	5,292
516	Pension Due	6,241
565	Holding Deposits	770
566	Indemnity Deposits	900
	Total Current Liabilities	220,108
	Net Current Assets	2,381,235
	Total Assets less Current Liabilities	2,381,235
	<u>Represented by :-</u>	
301	Current Year Fund	181,155
310	General Fund	528,748
320	Earmarked-Tennis Club	21,000
322	Earmarked Play Equipment	46,000
323	Earmarked Carnation Hall	42,590
324	Earmarked Locks Ride Project	25,000
325	Earmarked Ascot Jubilee	41,000
328	Earmarked Office Computer equi	3,723
330	Earmarked Grounds Equipment	17,500
332	Earmarked Minute Binding	2,000
333	Earmarked AJ Car Park Re-Surf	22,000
334	Earmarked CH Car Park Re-Surf	41,000
335	Earmarked Fixed Wire Testing	5,000
338	Earmarked Casual Elections	5,911
339	Earmarked Legal/Prof. fees	10,000
340	Earmarked Office	13,000
341	Earmarked Contingency	17,286
342	Earmarked Bus Shelters/Seats	9,000
343	Earmarked Compost Facility	1,000
346	Earmarked CiL income	1,320,322
347	Earmarked MHWCC	28,000
	Total Equity	2,381,235

Appendix 16

Account Name	Amount invested	Current interest rate	Maturity
HSBC Money Market Call Account	£ 150,000.00	0.50%	N/A
Nationwide 95 day notice	£ 250,000.00	4.30%	N/A
Natwest 35 day notice	£ 368,215.00	3.20%	N/A
Santander 12 month Time Deposit	£ 152,155.00	3.70%	01/05/2024
United Trust Bank 1 year bond	£ 150,000.00	5.00%	04/04/2025
Reliance 90 day notice	£ 151,949.00	2.55%	N/A
Hampshire Trust 95 day notice	£ 150,000.00	0.75%	N/A
Redwood Bank 95 day notice	£ 155,355.00	4.55%	N/A
TOTAL INVESTED	£ 1,527,674.00		

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Winkfield Parish Council

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Summary Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101	Administration						
	Income	383,813	584,711	200,898			65.6%
	Expenditure	14,613	77,205	62,592	431	62,162	19.5%
	Net Income over Expenditure	<u>369,200</u>	<u>507,506</u>	<u>138,306</u>			
	plus Transfer from EMR	0					
	less Transfer to EMR	65,453					
	Movement to/(from) Gen Reserve	<u>303,747</u>					
102	Staff Costs						
	Expenditure	28,890	388,600	359,710		359,710	7.4%
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>(28,890)</u>					
105	Grants						
	Expenditure	4,900	26,000	21,100		21,100	18.8%
110	Infrastructure						
	Expenditure	0	3,000	3,000		3,000	0.0%
115	Community						
	Income	(125)	800	925			(15.6%)
	Expenditure	100	17,350	17,250		17,250	0.6%
	Net Income over Expenditure	<u>(225)</u>	<u>(16,550)</u>	<u>(16,325)</u>			
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>(225)</u>					
150	F & GP Projects						
	Expenditure	0	300	300		300	0.0%
201	Locks Ride Playing Field						
	Income	1,887	7,100	5,213			26.6%
	Expenditure	2,617	26,700	24,083	1,094	22,989	13.9%
	Net Income over Expenditure	<u>(730)</u>	<u>(19,600)</u>	<u>(18,870)</u>			
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>(730)</u>					
202	Ascot Jubilee Playing Field						
	Income	2,240	8,500	6,260			26.4%
	Expenditure	1,097	9,200	8,103	939	7,164	22.1%
	Net Income over Expenditure	<u>1,143</u>	<u>(700)</u>	<u>(1,843)</u>			
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>1,143</u>					
203	King George V Playing Field						
	Income	9	740	732			1.1%
	Expenditure	490	2,200	1,710	290	1,420	35.5%
	Net Income over Expenditure	<u>(482)</u>	<u>(1,460)</u>	<u>(979)</u>			
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>(482)</u>					
204	Asher Recreation Ground						
	Expenditure	160	700	540		540	22.9%
205	Open Spaces						
	Expenditure	7,274	85,800	78,526		78,526	8.5%
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>(7,274)</u>					
206	Locks Ride Cabin						
	Expenditure	69	2,200	2,131		2,131	3.2%

Continued over page

Summary Income & Expenditure by Budget Heading 31/05/2024

Month No: 2

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
207	Allotments CR Hatchet Lane						
	Income	2,493	2,550	57			97.8%
	Expenditure	186	1,250	1,064		1,064	14.9%
	Net Income over Expenditure	<u>2,307</u>	<u>1,300</u>	<u>(1,007)</u>			
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>2,307</u>					
208	Allotments WR Chavey Down						
	Expenditure	293	1,250	957		957	23.4%
210	Tennis						
	Income	624	2,500	1,876			25.0%
	Expenditure	27	1,050	1,023		1,023	2.6%
	Movement to/(from) Gen Reserve	<u>596</u>					
215	Carnation Hall						
	Income	13,495	62,500	49,005			21.6%
	Expenditure	2,366	34,000	31,634	431	31,203	8.2%
	Net Income over Expenditure	<u>11,129</u>	<u>28,500</u>	<u>17,371</u>			
	plus Transfer from EMR	-1					
	Movement to/(from) Gen Reserve	<u>11,129</u>					
220	Martins Heron CC						
	Income	7,964	52,500	44,536			15.2%
	Expenditure	1,197	28,500	27,303	324	26,979	5.3%
	Movement to/(from) Gen Reserve	<u>6,767</u>					
250	Capital Projects						
	Expenditure	163,556	1,046,348	882,792		882,792	15.6%
	plus Transfer from EMR	163,557					
	Movement to/(from) Gen Reserve	<u>0</u>					
	Movement to/(from) Gen Reserve	<u>0</u>					
Grand Totals:- Income		<u>412,398</u>	<u>721,901</u>	<u>309,503</u>			<u>57.1%</u>
Expenditure		<u>227,836</u>	<u>1,751,653</u>	<u>1,523,817</u>	<u>3,509</u>	<u>1,520,309</u>	<u>13.2%</u>
Net Income over Expenditure		<u>184,563</u>	<u>(1,029,752)</u>	<u>(1,214,315)</u>			
plus Transfer from EMR		163,556					
less Transfer to EMR		65,453					
Movement to/(from) Gen Reserve		<u>282,666</u>					

Donations and Grants		
Year	Recipient	General Grant
2021/22	General Grants budget	£ 12,000.00
	Churchyard Maintenance budget	£ 1,000.00
	Citizens Advice, Bracknell	£ 2,000.00
	St Mary's Churchyard maintenance	£ 500.00
	St Peter's Churchyard maintenance	£ 500.00
	Youthline	£ 1,500.00
	Keep Mobile	£ 2,781.00
	Age Concern	£ 200.00
	Berkshire MS Society	£ 500.00
	Bracknell & District Parkinsons	£ 500.00
	North Ascot History Group	£ 300.00
	Total Spend to date	£ 8,781.00
2022/23	General Grants budget	£ 12,000.00
	Churchyard Maintenance budget	£ 1,000.00
	Life Education Wessex (relates to 21/22)	£ 175.00
	Citizen's Advice	£ 2,000.00
	Charters Bowls Club	£ 650.00
	First Days	£ 1,500.00
	SHP Trust	£ 2,000.00
	St Mary's Churchyard maintenance	£ 500.00
	St Peter's Churchyard maintenance	£ 500.00
	Keep Mobile	£ 2,500.00
	South East Gang Show	£ 500.00
	Age Concern	£ 1,500.00
	Stepping Stones	£ 750.00
	Bracknell & District Parkinson's	£ 1,000.00
	Total Spend to date	£ 13,575.00
2023/24	General Grants budget	£ 25,000.00
	Churchyard Maintenance budget	£ 1,000.00
04/23	St Mary's Churchyard maintenance	£ 500.00
04/23	St Peter's Churchyard maintenance	£ 500.00
05/23	Youthline	£ 1,500.00
06/23	Nurture Kids Ascot	£ 300.00
06/23	Charlotte Pratt Memorial Hall	£ 1,000.00
06/23	Citizens Advice East Berkshire	£ 2,000.00
08/23	South Hill Park	£ 1,000.00
09/23	Football for All	£ 1,500.00
10/23	Keep Mobile	£ 2,500.00
11/23	The Ark Trust	£ 1,500.00
11/23	St Martins Church	£ 1,500.00
12/23	Charters Bowls Club	£ 875.00
12/23	Cranbourne Primary School	£ 500.00
01/24	Football for All	£ 1,400.00
01/24	Sebastian's Action trust	£ 500.00
02/24	Jealotts Hill Community Landshare	£ 3,000.00
02/24	Stepping Stones	£ 750.00
02/24	Sunningdale & Ascot Camera Club	£ 300.00
02/24	Winkfield & Ascot Good Neighbour Scheme	£ 500.00
03/24	The Dash Charity	£ 1,000.00
03/24	Winkfield St Mary's CofE School PTA	£ 2,000.00
	Total Spend to date	£ 24,625.00
2024/25	General Grants budget	£ 25,000.00
	Churchyard Maintenance budget	£ 1,000.00
04/24	Thames Hospice	£ 1,500.00
04/24	Youthline	£ 1,600.00
04/24	Bracknell & District Parkinsons	£ 1,000.00
04/24	Homestart	£ 800.00
	Total Spend to date	£ 4,900.00