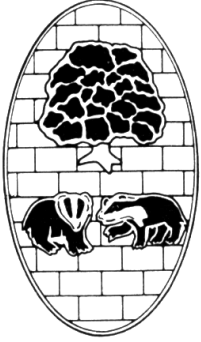


Pride in Binfield



Binfield Parish Council

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Office Hours:
9.00am – 12.00noon
(Monday - Friday)

Clerk: Ally Wickham
Deputy Clerk: Amanda Sculley

Admin Officer: Kirsty Sizeland
Admin Assistant: Janet Steel

1 May 2018

Dear Councillor

You are hereby summoned to attend a meeting of BINFIELD PARISH COUNCIL to be held on **Tuesday 8 May 2017** at the Parish Office, Benetfeld Road, Binfield at **8.00 pm**. Public and press are most welcome to attend.

Yours sincerely

Ally Wickham
Clerk

AGENDA

- 1 **ELECTION OF CHAIRMAN** - to consider the election of Chairman
- 2 **DECLARATIONS OF ACCEPTANCE OF OFFICE** - to receive the Chairman's Declaration of Acceptance of Office
- 3 **CHAIRMANS' ADDRESS**
(if appropriate, new Chairman takes Chair as outgoing Chairman retires)
- 4 **APOLOGIES FOR ABSENCE**
- 5 **DECLARATIONS OF INTEREST**
 - 5.1 Registers of Interest – to receive updated Registers of Interest *(copies of required documentation previously circulated by the Deputy Clerk)*
 - 5.2 Declaration of Interest for this Meeting – to declare any prejudicial or personal interest in matters to be considered at this meeting
- 6 **PUBLIC PARTICIPATION**
There are 15 minutes set aside for the public to ask questions
- 7 **ELECTION OF VICE CHAIRMAN**
- 8 **ELECTION OF COMMITTEE REPRESENTATION**
 - 8.1 Amenity Committee - *(currently eight Members)*
 - 8.2 Planning & Transportation Committee - *(currently eight Members)*

8.3 Staffing Committee - (currently three Members)

(Please Note: the Chairman and Vice-Chairman are automatically ex-officio members of these Standing Committees unless they state otherwise)

Adjournment of Annual Parish Council Meeting to enable the three Committees to meet to elect their Chairmen and Vice-Chairmen and any Sub-Committees/Working Parties

<p style="text-align: center;">Meeting of the Amenity Committee</p> <p style="text-align: center;">AGENDA</p> <ol style="list-style-type: none">1. Election of Chairman2. Election of Vice-Chairman
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<p style="text-align: center;">Meeting of Planning & Transportation Committee</p> <p style="text-align: center;">AGENDA</p> <ol style="list-style-type: none">1. Election of Chairman2. Election of Vice-Chairman
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<p style="text-align: center;">Meeting of Staffing Committee</p> <p style="text-align: center;">AGENDA</p> <ol style="list-style-type: none">1. Election of Chairman
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Annual Parish Council Meeting reconvened

- 9 **ELECTION OF REPRESENTATION URGENCY COMMITTEE** *(following confirmation of Committee Chairmen and Vice-Chairmen) – to include Chairman and Vice-Chairman of the Council, Chairmen and Vice Chairmen of the two committees and 2 other(s) – currently 8 members, advisory minimum 5 members)*
- 10 **PAYMENT SIGNATORIES** – to confirm the Councillors to act as cheque signatories and/or payment authorisers *(currently all Cllrs except Leake and Parker)*
- 11 **COUNCILLOR INTERNAL CONTROLLER** – to consider the appointment and the duties of the role of Councillor Internal Controller *(currently Cllr Dilliway) (report attached)*
- 12 **APPOINTMENT OF INTERNAL AUDITOR** – to consider the need for a review of Internal Audit ahead of an appointment of an independent and competent Internal Auditor for the period up to March 2019. *(report attached)*
- 13 **APPOINTMENT OF REPRESENTATIVES FOR 2018-2019** *(existing representation shown)*
- 13.1 **Sub-Committees and Working Parties**
 - 13.1.1 Parish People’s Awards Working Party *(Cllrs Doyle, McLean, Holland and Leake)*
 - 13.1.2 Neighbourhood Action Working Group *(Cllrs Collett, Holland and Smith with the Clerk)*
 - 13.1.3 Risk Assessment Review Working Party *(Cllrs Evans, Doyle, Holland and Leake)*
 - 13.1.4 Neighbourhood Plan Working Group *(Cllrs Doyle, Dilliway and Collett)*

- 13.1.5 Blue Mountain Community Facility Working Group (Cllrs Collett, Holland, Leake and Borough Cllr Peacey with the Clerk)
- 13.2 **On Outside Bodies**
- 13.2.1 Binfield Welfare Charities – Two Representatives – (Current Representatives: Mrs E Leake and Ms A Wickham (4 year term April 2015-19)
- 13.2.2 Northern Parishes Liaison Group – including Artsweek - Clerk and three representatives (Current Representatives: Cllr Collett, Doyle and Leake and the Clerk) NB this group has not met in the past 12 months
- 13.2.3 Binfield Tennis Association – One Representative (Current Representative: Cllr Collett)
- 13.2.4 Memorial Hall Management Committee – One Representative (Current Representative: Cllr Parker supported in recent months by Cllr Smith)
- 13.2.5 Farley Wood Joint Management Committee – One Representative (Current Representative: Cllr Parker)
- 13.2.6 Parish & Town Council Liaison Group - Clerk and two representatives (Current Representatives: Cllrs Collett and Doyle)
- 13.2.7 Bracknell Forest Council Parks and Public Realm Forum – Clerk and one Representative (Current Representative: Cllr Horton)
- 13.2.8 Bracknell Forest Council Standards Committee – One Representative (*non-Borough Councillor, yearly rotated through the parishes*) (NB Binfield PC is asked to make representation in 2021/22 and 2022/23)
- 13.2.9 Bracknell Forest Council Biodiversity Forum – One Representative plus the Clerk (Current Representative: Cllr Horton supported by Cllr Holland)
- 13.2.10 Campaign to Protect Rural England – One Representative (Current Representative: Cllr Doyle)
- 13.2.11 Binfield 10k Committee - one representative (Current Representative: The Clerk)
- 14 **MINUTES OF PARISH COUNCIL MEETINGS** – to Approve and Adopt the Minutes of the Parish Council meeting held on 10 April 2018 (*copy attached*)
- 15 **MATTERS ARISING** – to consider matters arising from the Council meeting held on 10 April 2018
- 16 **COMMITTEE MINUTES**
to Approve & Adopt the following Minutes, including recommendations (*if applicable*) (*copies attached or to follow*):
- 16.1 Amenity Committee meeting held on 17 April 2018
- 16.2 Planning and Transportation Committee meeting 24 April 2018
- 17 **MATTERS ARISING FROM COMMITTEE MINUTES**
- 17.1 Amenity Committee meeting held on 17 April 2018
- 17.2 Planning and Transportation Committee meeting 24 April 2018
- 18 **CORRESPONDENCE** – to consider correspondence received (*copy to be tabled at meeting*)

19 CHAIRMAN'S ITEMS

- 19.1 Core Policies Review to review the latest draft of the following key policies and consider adoption or amendment: (*report attached*)
- 19.1.1 Standing Orders – *amended draft attached*
- 19.1.2 Financial Regulations – *amended draft attached*
- 19.1.3 Code of Conduct – *existing document attached*
- 19.2 Supplementary Policies Review – Committee Terms of Reference - to consider a report and draft policies outlining the delegated authority to Committees (*report attached*) and consider approval or amendment of:
- 19.2.1 Terms of Reference for Planning & Transportation Committee *draft policy attached*
- 19.2.2 Terms of Reference for Amenity Committee *draft policy attached*
- 19.2.3 Terms of Reference for Staffing Committee *draft policy attached*
- 19.2.4 Terms of Reference for Urgency Committee *draft policy attached*
- 19.3 Review of Annual Attendance Record – to review the record of attendance for the previous municipal year. (*report attached*)

20 OFFICER'S ITEMS – GDPR PREPARATION & READINESS

To consider a report setting out a number of policies which have been drafted inline with model policies proposed by NALC and/or SLCC to ensure compliance with the upcoming GDPR legislation. (*report attached*)

- 20.1 Information and Data Protection Policy – to consider, and approve, the draft policy (*attached*)
- 20.2 Data Retention, Transfer and Disposal Policy – to consider, and approve, the draft policy and data audit (*attached*)
- 20.3 Social Media Policy – to consider, and approve, the updated policy (*attached*)
- 20.4 Sample Privacy Notice and Consent form – to consider, and approve, a sample privacy notice and consent form (*attached*)
- 20.5 ICO Model Publication Scheme to consider, and approve, the draft model publication scheme (*attached*)

21 COMMUNITY FACILITIES UPDATE

- 21.1 Parish Office Extension Project
To consider the latest update from the Parish Office Working Group meeting on 1 May 2018 (*report to follow*)
- 21.2 Blue Mountain Community Facility Working Party Update
To consider the latest update from the working group meetings (*verbal update at the meeting*)

22 ACCOUNTS

- 22.1 Accounts 2017/18
- 22.1.1 Internal Auditor's Report
to receive and consider the Internal Auditor's notes for submission to the External Auditor with the 2016/17 Accounts report (*report attached*)
- 22.1.2 Annual Governance Statement 2017/18
to consider and agree the Annual Governance Statement (*draft copy attached, final version to be tabled at the meeting*)

22.1.3 Signature of Accounts 2017/18

To agree and sign the Annual Return of statement of accounts for the year ending 31 March 2018 for submission to the External Auditors, PKF Littlejohn (*draft copy attached, final version to be tabled at the meeting*)

22.1.4 Community Infrastructure Levy Annual Report 2017/18

To agree and sign the report of CIL received and spent for the year ending 31 March 2018 (*report attached*)

22.2 Accounts 2018/19

22.2.1 to approve an agreed list of payments as set out in the budget, to facilitate the ongoing work of the council (*report attached*)

22.2.2 to Note a list of Council and/or staff subscriptions to other bodies (*report attached*)

22.2.3 to Note accounts for payment (*copy of approval list to be tabled at meeting*)

22.2.4 Community Infrastructure Levy – to receive report of current funds (*to be tabled at the meeting*)

23 **BRACKNELL FOREST COUNCIL** – to consider Update Report by Borough Councillors - Cllrs Leake and McLean.

24 **FUTURE AGENDA ITEMS** – to propose items for future meetings or committee meetings