

To all members of Shinfield Parish Council

**Notice is hereby given and you are summoned to attend a meeting of the Council on Monday 12 June 2017 in the John Heggadon meeting room, commencing 19.30 hrs.**

Mrs S E Roberts, Clerk  
5 June 2017

Members: Cllrs N Boyer, I Clarke, P Emmet, A Grimes, G Hewett, C Hughes, P Hughes (Ch), D Lias, A Masood, I Montgomery, D Peer, R Pike.

## Agenda

### 1. Public Questions

To receive and consider public questions

*Note: there is a five minute time constraint on each item*

### 2. Apologies and declarations of members' interests

2.1 To receive and consider members' apologies for absence

2.2 To receive and consider declarations of members' interests

2.3 To receive changes to members' declarations of pecuniary interests.

### 3. Minutes

3.1 To approve the minutes of the Annual Meeting of the Council on 22 May 2017 as a correct record of the meeting (enclosed)

3.2 To consider matters arising from the Annual Meeting on 22 May 2017

3.3 To approve the minutes of the council meeting on 22 May 2017 as a correct record of the meeting (enclosed)

3.4 To consider matters arising from the council meeting on 22 May 2017

### 4. Reports

4.1 Chairman's report

4.2 Borough Councillors' reports

4.3 Committee reports

- Finance and General Purposes 24 May 2017 (enclosed), and in particular: to request the council to **RESOLVE** to proceed again with applying for a credit card for the Clerk and Deputy Clerk, with a joint credit limit of £1,000

- Recreation and Amenities Committee 6 June 2017 (enclosed)
- Communication and Policies Committee 6 June 2017 (enclosed)
- Planning and Highways Committee, 1 June 2017 (enclosed)

4.4 Reports from outside bodies

- WDALC meeting 30 May 2017
- Spencers Wood Village Hall Management Committee 30 May 2017

4.5 Clerk's report

**5. Approval of Standing Orders, Financial Regulations and Financial Risk Management 2017**

5.1 To note the various changes proposed to the Council's Standing Orders, Financial Regulations and Financial Risk Management for 2017 – summary attached

5.2 To **RESOLVE** to approve and adopt the Council's updated Standing Orders for 2017

5.3 To **RESOLVE** to approve and adopt the Council's updated Financial Regulations 2017

5.4 To **RESOLVE** to approve and adopt the Council's Financial Risk Management for 2017

**6. Grants Working Party**

6.1 To **RESOLVE** to establish the Grants Working Party for 2017-18 and appoint to the Working Party –draft terms of reference attached

6.2 To **RESOLVE** that an additional meeting of the Finance and General Purpose Committee be called in July in order for the Grants Working Party to meet and review grant applications, and for the committee to review the recommendations prior to the July council meeting.

**7. Approval of the Annual Accounts and Audit Commission Annual Governance Statement for 2016-17**

7.1 To receive and **RESOLVE** to approve the unaudited annual accounts at 31<sup>st</sup> March 2017 (enclosed)

7.2 To consider and complete section 2 of the Audit Commission Annual Governance Statement in relation to the annual audit (enclosed)

**8 CIL Workshop 2017**

8.1 To consider the outcome of the CIL workshop held on 6 June 2017 and to **RESOLVE** accordingly

**9. Invoices for payment**

9.1 To consider and **RESOLVE** payment of invoices for May and June 2017, including May 2017 salaries. List attached

**10 Correspondence**

To receive and consider items of correspondence:

**11 Date of next council meeting**

To confirm the date of the next meeting as Monday 10 July 2017, 19.30