

Resignation To all members of Shinfield Parish Council

Notice is hereby given and you are summoned to attend an Annual Meeting of the Full Council on Monday 16 May 2022, commencing 19:30 hrs.

All questions, or requests to join the zoom meeting electronically, received by 5PM Friday 30th April 2021 will be included in and invited to the meeting.

Bruce Winton,
Clerk
10 May 2022

Members: Cllrs N Boyer, E Brown, I Clarke, P Emmment, A Grimes, P Jahromi, L James, D Lias, M McDowell, I Montgomery, A, Narayanan, and D Peer

Agenda

1. Election of Chair of Council

- 1.1 To **RECEIVE** and **CONSIDER** nominations for the election of Chair for 2022/23
- 1.2 To **ELECT** the Chair for 2022/23
- 1.3 To **SIGN A DECLARATION** of acceptance of office as Chairman of the Council

2. Election of Vice-Chair(s) of Council

- 2.1 To **RECEIVE** and **CONSIDER** nominations for the election of Vice-Chair(s) for 2022/23
- 2.2 To **ELECT** the Vice-Chair(s) for 2022/23
- 2.3 To **SIGN A DECLARATION** of acceptance of office as Vice-Chairman of the Council.

3. Councillor resignation and Co-option

- 3.1 To **NOTE** the resignation of Cllr O'Brien (as from 4th May 2022)
- 3.2 To **RECEIVE** and **CONSIDER** any applications to fill any vacancies left unfilled at the election by reason of insufficient nominations

4. Apologies and declaration of members' interest

- 4.1 To **RECEIVE** and **CONSIDER** members' apologies for absence.
- 4.2 To **RECEIVE** and **CONSIDER** declarations of members' interests.
- 4.3 To **RECEIVE** changes to members' declarations of pecuniary interest.

5. Minutes of the previous

- 5.1 To **RECEIVE** and **CONSIDER** approval of the minutes of 4th May 2021 as a correct record of the meeting (attached)

6. Public Questions

- 6.1 To **RECEIVE** and **CONSIDER** public questions.

7. Review of Delegation Arrangements to Committees and Working Parties

- 7.1 To **RECEIVE** and **CONSIDER** whether any changes are required to the Scheme of Delegation in the Standing Orders (version approved 19 April 2021)

8. Committee Appointments 2022/23

- 8.1 To **APPOINT** committee members as follows:

- 8.1.2 Planning and Highways Committee
- 8.1.3 Recreation and Amenities Committee
- 8.1.4 Staffing Committee
- 8.1.5 Finance and General Purposes Committee

8.2 To **CONSIDER** the future of the Development Board (to continue as separate meetings on a quarterly basis or to incorporate into Recreation and Amenities) and where associated budgets are best placed)

8.3 To **CONSIDER** the future of the Communications Policies Committee (to continue as separate meetings on a quarterly basis or to incorporate into Recreation and Amenities) and where associated budgets are best placed)

9. Committee Appointments 2022/23

- 9.1 To appoint each committee leads as follows:

- 9.1.1 Each committee Chair
- 9.1.2 Each Committee Vice Chair

10. Appointments to outside bodies

- 10.1 To appoint/confirm representatives to serve on the following outside bodies:

Aborfield, Barkham, Shinfield and Swallowfield Parishes Community Forum (formerly Neighbourhood Action Group)	
AWE Liaison Committee	
Berkshire Association of Local Councils (BALC)	
Godson Charity	
Grazeley Village Hall Management Committee	
Rural Crime Action Group	
Shinfield Association	
Shinfield Community Centre Steering Group	

Shinfield North Community Flat	
Shinfield Volunteer Group	
Shinfield United Charities	
Spencers Wood Village Hall Committee	
Spencers Wood Pavilion Youth Club	
Borough/Parish Liaison Forum	
Wokingham District Association of Local Councils (WDALC)	
Wokingham Veteran Tree Association	

11. Subscriptions

11.1 To **Receive** and **Approve** the schedule of subscriptions to be paid for 2022/23 as follows:

Berkshire Association of Local Councils	£2,230 VAT EX
Berkshire Youth	£30 VAT EX
Community Buildings Advice Service	£70 VAT EX
Information Commissioners Office Registration	£60 VAT EX
Locality	£600 VAT EX
National Allotment Society	£60 EX

12. Deeds and Trust Investments

12.1 To **NOTE** the deferral of inspection of any deeds and trust investments in the custody of the Council.

13. Meeting Close

The Annual Meeting of the council will be followed by a Full Council meeting (see separate agenda)

Payments Already Made

Date Paid	Payee/Supplier	£	Transaction Detail
01/04/2022	Wokingham Borough Council	84.73	Business Rates April
01/04/2022	Wokingham Borough Council	158.85	Business Rates April
04/04/2022	HMRC paye	3,114.77	NI & PAYE March
11/04/2022	S J Serne	100.00	Refund Damage Deposit
11/04/2022	H Bhide	100.00	H Bhide
11/04/2022	R Harvey	100.00	R Harvey
11/04/2022	J J Nash	100.00	J J Nash
11/04/2022	H Elkholy	100.00	Elkholy
14/04/2022	Sign Wise UK Ltd	196.80	Charging Point Signs for Car Park
14/04/2022	Office Depot International (UK	28.66	Stationery Laminating Sheets A4
14/04/2022	Pear Technology Services Ltd	270.00	Technical & Software Support
14/04/2022	Nigel Jeffries Landscaping Ltd	864.00	Grass Cutting - 1 Cut March
14/04/2022	Euroloo Portable Toilets	345.41	Portaloo Millworth Lne 1 Mth
14/04/2022	Royal Electrics	180.00	Additional Electrical Point for Dishwasher at SWP
14/04/2022	Absolute Brilliance Cleaning L	8,152.05	Cleaning Contract 1 month SWP
14/04/2022	SSE Southern Electric	1,018.86	663/UTILITY LIGHTING/SSE South
14/04/2022	University of Reading	269.97	Three Mile Cross Walk Leaflet
14/04/2022	Local Government Resource Centre	11,458.78	Locum Clerk March 2022
14/04/2022	Kreatif Design Ltd	119.98	Web Hosting 2 months
14/04/2022	JMEC Limited Electrical Servic	859.72	Additional Electrical Works in Kitchen
14/04/2022	Select Environmental Services	2,031.74	Litter Bins & Commercial Waste March
14/04/2022	Reed Specialist Recruitment	1,076.83	Agency Staff Covering Vacancies
14/04/2022	SAS Land Services	1,320.00	Clearance Concrete Shed
14/04/2022	Silver Supply Limited	612.00	Concierge 36hrs @ £17, 2/3/9/10 Apr
14/04/2022	The Head Partnership	1,500.00	Fees for Cafe Agreement SPC Solicitor
14/04/2022	Enerveo Ltd	499.39	Repairs Street Lighting
14/04/2022	mea Consultants Ltd	1,440.00	Addl 15 hrs SGC PM Tender
14/04/2022	Castle Water Limited	374.58	Pavilion Water & Waste
14/04/2022	A1 Locksmiths (Berkshire) Ltd	371.45	Replace Locking System
18/04/2022	N Boyer	8.73	Mileage SID Batteries
18/04/2022	Redding Moreys	100.00	Reading Morreys Refund Deposit
18/04/2022	Alexis Morcrette	100.00	A Morcrette Refund Deposit
18/04/2022	Alisha Springer	100.00	A Springer Refund Deposit
19/04/2022	K Young	65.85	Reimbursement of Council Expenditure
19/04/2022	Alphabet (GB) Ltd	468.85	Contract Rental - Van April 2022
20/04/2022	M Kelly Silk Safety	100.00	M Kelly Refund Deposit
20/04/2022	Chargemaster Limited	7.85	Admin Charge for Council Card
21/04/2022	St Marys C E Jnr School	2,000.00	Grant 22/RA/22
21/04/2022	Shinfield Volunteer Grp	2,125.00	Grant 22/RA/22
21/04/2022	Voluntary Car Scheme	500.00	Grant Car Scheme 22/RA/22
21/04/2022	N L Ferris Smith	100.00	N Smith Refund
21/04/2022	Telefonika UK Ltd	176.38	3 X Mobile Phones April
25/04/2022	Employees	10,918.65	Net Pay April
28/04/2022	Nest Pension Contributions	1,052.59	Nest Pension Contributions April
03/05/2022	Whiteknights School	840.00	Jubilee Grant Whiteknights
03/05/2022	HMRC Land Registry	3.00	Land Registry Enquiry
03/05/2022	Wokingham Borough Council	246.00	Business Rates(Ryeish Pavilion & SPW May 2022)

03/05/2022	Lloyds Bank plc	7.85	Bank Charges March/April
07/05/2022	Tom Bragg	5.00	Refund Allotment Key Deposit
09/05/2022	A1 Locksmiths (Berkshire) Ltd	296.00	Spare Keys Allotments
09/05/2022	Enerveo Ltd	340.51	Street Lighting Maintenance Checks
09/05/2022	Office Depot International (UK	131.94	Desk Risers for Monitors
09/05/2022	SSE Southern Electric	55.39	Electricity School Green External
09/05/2022	Castle Water Limited	131.69	Water Allotments Arborfield Road
09/05/2022	Silver Supply Limited	391.00	Concierge Service 16/23/24
09/05/2022	Sign Wise UK Ltd	260.40	Electric Charging Point Sign
09/05/2022	Kompan UK	138.00	April Playground Checks (Quarterly)
09/05/2022	Came and Company Local Council	56.00	Additional Premium for Lap Tops & Speed Camera
09/05/2022	involve Community Services	50.00	Managing People Course - Jo Marshall
09/05/2022	Absolute Brilliance Cleaning Ltd	7,614.69	Cleaning April SGC
09/05/2022	Reed Specialist Recruitment	1,757.10	Agency Staff Covering Vacancies
09/05/2022	Lister Wilder	84.99	Fuel & Oil for Mower
09/05/2022	Fcc Recycling (UK) Ltd	98.70	29/4/2022 Waste Disposal RE3
09/05/2022	MFG UK Ltd	4,262.00	2 Months Support & Systems
09/05/2022	DORMAKABA UK Limited	999.84	Repair to Front Door - Rubber Torn
09/05/2022	Kreatif Design Ltd	59.99	Web Hosting May
09/05/2022	Advanced Disclosures Limited	55.00	DBS Check for Staff Member
09/05/2022	Mr Bahaduraki Jamani	100.00	Refund Hall Hire
09/05/2022	Lynda Hope	80.00	Allowance for Specatacles
	Total	<u>72,737.56</u>	

Invoices Not Yet Paid, Waiting Approval by Council 16th May:

Date Invoice	Payee/Supplier	£	Transaction Detail
01/04/2022	Euroloos	334.30	Portable Toilet Millworth Lane
20/04/2022	Southern Electricity	2,050.15	School Green Centre
23/04/2022	Mea Consultancy	1,152.00	Additional Work School Green Centre
29/04/2022	Eton Environmental	210.00	Inspection (Asbestos) Millworth Lane Allotments
29/04/2022	Telefonica O2	12.00	New Phone for Clerk
29/04/2022	Reed Employment	473.54	Covering Vacancy
29/04/2022	Lifebuild	44,314.91	Kitchen Works (See separate item on Agenda)
30/04/2022	Nigel Jeffries	1,893.60	Grass Cutting April (2 Cuts)
30/04/2022	Select Environmental Services	2,193.00	Litter Bins April
04/05/2022	BALC	2,230.07	Corporate Subscription BALC
04/05/2022	Telefonica O2	231.34	Monthly Phone Bill (3 phones)
07/05/2022	SAS Land Services	<u>1,020.00</u>	Clearance Millworth Pavilion
	Total	<u>56,114.91</u>	



LIFE Build Solutions Limited
2, Buckingham Place
Bellfield Road West
High Wycombe
Buckinghamshire
HP13 5HW

Andrew Grimes / The Clerk
Shinfield Parish Council
Shinfield Parish Hall
School Green
Shinfield, Reading
RG2 9EH

Tel: 01494 557710

Fax: 01494 532453

Web: www.lifebuild.co.uk

29 April 2022

Invoice NO. LBS185-A 1

Sundry Invoice 1 as @ 29/04/2022
Shinfield Community Centre

ADDITIONAL KITCHEN WORKS

£36,929.09

20% of the invoice amount is

£7,385.82

TOTAL OF NET AMOUNT AND VAT AMOUNT

£44,314.91

THE ABOVE SUM IS DUE NO LATER THAN

13-May-22

Bank Details: National Westminster

Sort code: 60-18-11

Account number: 17088844

OUR BANK DETAILS HAVE NOT CHANGED

ADDITIONAL KITCHEN WORKS - AS DETAILED IN JAY KING EMAIL DATED 08.12.21

1 Alterations to roof and re-weathering of new extract	£1,840.00	
2 Electrical works as described	£7,570.00	
3 Mechanical Works as required	£3,045.00	
4 Plastering and making good works	£1,960.00	
5 Fire stopping works (PROVISIONAL)	£2,000.00	
6 Redecoration on completion	£2,074.00	
NORTHOLT GLASS ADJUSTMENT TO ALUMINIUM PANEL FOR VENT	£950.00	missed from original costings
7 Carpenter attendance (2 days allowed)	£600.00	
	£20,039.00	
UPLIFT ON SUBCONTRACTORS @ 10%	£2,003.90	
SUGGESTED CONTINGENCY	£1,000.00	reduced to take account of above
LIFEBUILD ATTENDANCE, PLANT, PRELIMS AND MANAGEMENT	£2,750.00	SEE TAB
	£25,792.90	
Move Fire detector and change to heat	£685.00	
Craneage for kitchen equipment to roof	£2,200.00	
50/50 full time manager	£3,542.00	
POST COMPLETION ADJUSTMENTS		
Omit Fire stopping provisional sum	-£2,000.00	
Add back actual costs	£545.00	overall saving £1,455.00
reduced cost on crane as attached - LEE LIFTING	-£350.00	
Omit contingency	-£1,000.00	
Repositioning of manual call point in Library	£460.00	as email 01/03/22
upgrade paint to kitchen to Dulux Diamond Eggshell	£145.00	as email 07/03/22
changes to power requirement as JK email option 2 - 3nr sockets	£585.00	as email 03/03/22
alterations required to Mansafe system	£1,499.00	as email 16/02/22
2 additional sockets and 2nr data points to library shelving	£780.00	as email 03/03/22
relocation of Fire Shutter battery back-up	£688.00	as email 11/02/22
LIFEBUILD OH&P @ 10%	£3,357.19	
TOTAL COST (EXCLUDING VAT)	£36,929.09	

These works will be carried out separately to the main contract and therefore will not be subject to deduction of retention

The above costs are subject to VAT at the prevailing rates

Above costs fixed for 4 weeks for instruction.

Works will take approximately 2 weeks to complete
Lead-in between 2-4 weeks from instruction.

We have made **NO** allowance above for working with the Clients specialist contractor or providing any attendance or plant for them.

Specifically Excluded : SAFE MEANS OF WORKING ON ROOF TO BE PROVIDED BY OTHERS.

SAFE MEANS OF LIFTING FAN AND DUCT SECTION ONTO ROOF TO BE CARRIED OUT BY OTHERS

NOW BY LIFEBUILD AS ABOVE

Suggest further contingency if these works are required by Lifebuild.

Date: 21st Decemeber 2021

Barclaycard Payments April 2022

Date Paid	Supplier	£	Description
03/04/2022	Amazon EU	77.30	Dymo Labels Refill
07/04/2022	Adobe	39.95	May Adobe Software
10/04/2022	Amazon EU	13.99	Plastic Wallets
26/04/2022	Vistaprint	32.26	Business Cards Clerk
28/04/2022	Amazon EU	15.44	Leads for Audio Visual
		<u>178.94</u>	

DRAFT

Minutes of the annual meeting of Shinfield Parish Council held on Tuesday 4 May 2021 by Zoom commencing 19.30 hrs.

Present: Cllrs E Brown, N Boyer, I Clarke, P Emmet, A Grimes, L James, D Lias, Montgomery, M McDowell, M O'Brien, D Peer, P Jahromi

Attending: M Balbini (Clerk), J Skidmore (Committee Secretary), Kouy Young (Deputy Clerk)

It was **AGREED** that Cllr. Grimes would chair the meeting until the formal election of the Chair was complete.

21/01 Election of Chair

It was **PROPOSED** by Cllr. Peer, seconded by Cllr. Clarke and unanimously agreed that Cllr Grimes be duly elected as Chair for the 21/22 civic year.

It was noted that Cllr. Grimes would sign an acceptance of office form on 12 May.

21/02 Appointment of Vice-Chairman

It was **PROPOSED** by Cllr. Jahromi, seconded by Cllr. Emmet and agreed unanimously that members would appoint two vice-chairs to help manage the significant workload of the Chair.

It was **PROPOSED** by Cllr. Montgomery, seconded by Cllr. Grimes and unanimously agreed that Cllr James be duly elected as Vice Chair, Finance and Administration for the 21/22 civic year.

It was **PROPOSED** by Cllr. Peer, seconded by Cllr. Montgomery and unanimously agreed that Cllr Lias be duly elected as Vice Chair, Operations for the 21/22 civic year.

It was noted that Cllr. James and Cllr. Lias would need to sign the form when next with the Clerk in person.

21/03 Apologies and declarations of members' interests

3.1 Apologies were received and accepted from Cllr. Narayanan

3.2 There were no declarations of interest, or changes to the register of members' interests

21/04 Minutes of the Previous Meeting 21st May 2019.

The minutes of the Annual Council Meeting held on 21 May 2019 were **APPROVED** as below:

Proposed: Cllr. Montgomery Seconded: Cllr. Brown Approved Unanimously

21/05 Public Questions

There were no public questions.

21/06 **Standing Orders**

It was **PROPOSED** that the standing orders would be retained as written.

Proposed: Cllr. Montgomery Seconded: Cllr. Brown Approved Unanimously

21/07 **Committee Appointments 2021/22**

It was **PROPOSED** that Cllr. O'Brien join the Recreation and Amenities Committee and that Cllr. Lias step down from the Recreation and Amenities Committee.

Proposed: Cllr. Jahromi Seconded: Cllr. Boyer Approved Unanimously

It was **AGREED** that the Recreation and Amenities Committee would consider what mechanism would be used to manage the new community centre and other buildings under the management of SPC.

21/08 **Committee Chair and Vice-Chair Appointments**

It was **PROPOSED** that the Committees would nominate Chairs and Vice Chairs at their next meetings.

Proposed: Cllr. Lias Seconded: Cllr Montgomery Unanimously Agreed

21/09 **Appointments to Outside Bodies 2021/22**

It was **AGREED** that appointments to outside bodies would be as follows:

Aborfield, Barkham, Shinfield and Swallowfield Parishes Community Forum (formerly Neighbourhood Action Group)	Cllr. Peer
AWE Liaison Committee	Cllr. Montgomery and Cllr. O'Brien
Berkshire Association of Local Councils (BALC)	Cllr. Peer
Godson Charity	Andrew Oughton?
Grazeley Village Hall Management Committee	Cllr. Lias
Red Kite Operational Board	Cllr. Brown
Shinfield Association	Cllr. Clarke and Cllr. James
Shinfield Community centre steering group	Cllr. Peer, Cllr. Grimes, Cllr. James, Cllr. Boyer
Shinfield North Community Flat	Cllr. Montgomery and Cllr. Brown
Shinfield Volunteer Group	Cllr. Brown
Shinfield United Charities	Cllr. Montgomery and Cllr. Jahromi
Spencers Wood Village Hall Committee	Cllr. Brown
Spencers Wood Pavilion Youth Club	Cllr. Montgomery and Cllr. Narayanan
Borough/Parish liaison forum	Cllr. Peer and Cllr. Grimes
Wokingham District Association of Local Councils (WDALC)	Cllr. Peer

The Clerk undertook to write to Elaine Butler to ask if she would accept the members nomination for her to act as SPC's representative on the Wokingham Veteran Tree Association committee.

21/10 **Schedule of Subscriptions to be Paid for 2021/22**

The schedule of subscriptions to be paid for 2021/22 was received and **ACCEPTED** as below:

Proposed: Cllr Lias Seconded: Cllr. Montgomery Unanimously Approved

21/11 **Deeds and Trust Investments in the Custody of the Council**

11.1 Cllr. Grimes reminded Council that should they wish to inspect deeds and trust investments in the custody of the Council they should approach the Clerk in the first instance.

11.2 It was requested that next year a list of the deeds and trusts be appended to the annual meeting papers.

The meeting ended at 20:25hrs

Minutes approved on:	
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Interim Clerk: Nina L. Villa LLB
(Hons)
Shinfield Parish Hall
School Green
Shinfield
Reading
RG2 9EH
Tel: (0118) 988 8220
E-mail:
clerk@shinfieldparish.gov.uk
www.shinfieldparish.gov.uk

Minutes of a meeting of Shinfield Parish Council held on Monday 11th April 2022 at School Green Centre, commencing 1930.

Present: Cllrs E Brown, P Emmet, A Grimes (Chair), L James, D Jahromi, I Montgomery, D Lias

Attending: Nina Villa (Interim Clerk and minutes), Bruce Winton (Parish Clerk Preferred Candidate)

22/36 Public Questions

None

22/37 Apologies and declarations of members' interests

- a) Apologies were received from Cllrs Boyer, Clarke and Peer
- b) There were no declarations of interest.
- c) There were no changes to members' declarations of pecuniary interests.

22/38 Council Minutes

It was **RESOLVED** that:

The minutes of the Council meeting held on 21 March 2022 that had been circulated prior to the meeting were **APPROVED** and the Chairman authorised the sign the same.

Matters Arising

There were no matters arising.

22/39 Reports

There were no Borough Councillors in attendance

4.3 Minutes of the Recreation and Amenities Committee

It was **RESOLVED** that:

- a) The Council note the report

4.4 Minutes of the Recreation and Amenities Committee

It was **RESOLVED** that:

- a) The Council note the report

30.5 Working Parties Reports

None

30.6 Chairman's Report

The Chairman advised that the Hyde End Lane meeting had taken place recently and was well attended. A follow up meeting was being arranged.

Footpath from Shinfield West Estate to the School – Chairman has addressed with WBC and is progressing with Headteacher.

The Chairman attended the litter pick on Saturday and was disappointed at general attendance.

It was **RESOLVED** that:

- a) The report be noted

30.7 Reports from Outside Bodies

None

22/40 HM The Queen's Platinum Jubilee Celebrations

It was **RESOLVED** that:

- a) The Council approve a payment of £840 to Whiteknights Primary School towards their jubilee tree planting

22/41 New Community Centre

Chairman provided an update on the various works being undertaken at the SGC. The Café is now open, there are 70 items still outstanding from the snagging list and financial negotiations are ongoing.

It was **RESOLVED** that:

- a) The Council note the report

22/33 Invoices for Payment

It was **RESOLVED** that:

- a) The Council note the Lloyds bank payment of invoices
- b) The Council note the Barclaycard payment of invoices

22/34 Appointment of Parish Clerk

The Council considered the recommendation of the Staffing Committee Parish Clerk Recruitment Panel on the appointment of the new Parish Clerk.

It was **RESOLVED** that:

- a) The Council approve the appointment of Bruce Winton as the Parish Clerk for Shinfield Parish Council

Action Items:

Minute Ref	Details	Action By:	Status as at

Item 4.3 – Update from Chairman of Recreation and Amenities Committee

At Spencer's Wood Recreation ground. Since we last met, we have given the go ahead to place 7 pieces of Fitness equipment on the Basketball Court, should be ready for use in August.

The committee gave the commitment to order the MUGA, as waiting any longer could have increased the cost by up to £45,000.

The new electrical and heating works at Milworth Lane Pavilion were completed this week, our Project Manager was meeting a Plumber on Wednesday to quote for necessary works.

Our Sports Strategy Group and the Clerk met with our Project Manager to view his Topographical map of Milworth Lane, to give the Group some ideas of how much room our preferred new facilities would take, as you can imagine it is early days and further discussion will take place.

Because of escalating costs it was decided to send the long Planters back at the end of the summer (Qty 5) and keep the boxes (Qty 19), changing the plants twice a year.

It was also decided to produce a Parish Newsletter, how often left to the committee. A working group was formed, The Clerk, Deputy Clerk and Councillors Brown and Montgomery. It was felt that we need to promote ourselves more to our community.

Minutes approved on:	
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Clerk: Bruce Winton
 School Green Centre
 School Green
 Shinfield
 Reading
 RG2 9EH
 Tel: (0118) 988 8220
 E-mail: clerk@shinfieldparish.gov.uk
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DRAFT

Minutes of a meeting of the Recreation and Amenities Committee held on Thursday 28 April 2022, at the Spencers Wood Pavilion commencing at 7:30pm

Present: Cllrs. I Clarke (Ch), E Brown, P Jahromi, L James, I Montgomery,
 Attending: Bruce Winton (Clerk) Kouy Young (Deputy Clerk)

22/RA/23 Public Questions

No Public Questions

22/RA/24 Apologies and declarations of members' interests

2.1 Apologies were received from Cllrs. N Boyer and P Emmet

2.2 There were no declarations of members' interests.

21/RA/25 3.1 Minutes of the Previous Meeting

The minutes of the committee meeting of 31 March 2022 were approved as a correct record and signed by Cllr. Clarke.

Proposed: Cllr Jahromi Seconded: Cllr Montgomery Unanimously Approved

3.2 Actions

48. Cllr Jahromi to identify other areas in the parish to locate raised flower beds

Cllr Jahromi suggested that flower beds should be placed at each of the Village Gates once erected

62.2.3 Clerk to provide monthly report detailing significant maintenance tasks carried out in the parish to help identify any recurring issues.

This item was noted ongoing.

1.6 Deputy Clerk to investigate suitable access to Spencers Wood Pavilion giving regard to security and insurance as well as ease

This item was noted ongoing.

7.2 Clerk to write to the WBC, stating that SPC would not take on responsibility for the Orchard Rise Allotments unless it provided a 5-year guarantee in respect of drainage work carried out.

This has been carried out by the Interim Clerk, but no response has been received

12.1.9 Interim Clerk would issue suppliers for providing a MUGA with a spec and ask them to quote accordingly. Request to be made to the Finance & General Purposes Committee and Council to ask for finance to cover it.

This Item was noted as complete

2.3 Matters Arising

There were no matters arising.

22/RA/26 Works Update

Spencers Wood Recreation Ground

26.1 Cllr Clarke provided a verbal update on progress for the new outdoor gym equipment for Spencer's Wood Recreation Ground – a piece of equipment ordered is no longer in stock, the supplier had offered to swap this for a similar piece of equipment at no extra cost

26.1.1 Cllr. Clarke provided a verbal update on progress of the new MUGA at Spencers Wood Recreation Ground. It was proposed that the Clerk discuss the issue of planning permission with the contracted Project Manager and to confirm the contract if the indication was that the planning permission was likely to be approved. This would avoid potential price increases from the supplier.

Proposed: Cllr Jahromi

Seconded: Cllr Montgomery

Unanimously approved

Millworth Lane

26.2 It was noted that works around the heating and electrics for the Millworth Lane Pavilion were currently being overseen by the contracted Project Manager and contractors had been appointed to carry out guttering works

22/RA/27 Community Service Update

27.1 Cllr Browns Verbal update was **NOTED** with the following updates:

- Many Community Groups have returned after the pandemic, but not all
- The Pavilion Youth Club will be expanding to two nights per week with planned activities being arranged for those attending
- Consideration is being given to the use of Millworth Lane Pavilion for the Frensham Green Youth Group

27.2 Cllr Montgomery to circulate a report from the Pavilion Youth Group Senior Youth Worker to members

27.3 It was decided to **DECLINE** the provided quote for replacement bollards at School Green until the Clerk has investigated further the different styles available

Grant Applications

28.1 First Days Children's Charity

It was **PROPOSED** that the application for a grant of £5000 for the First Days Children's Charity be **DECLINED** until further information on the direct benefit to the local community of Shinfield Parish could be ascertained.

Proposed: Cllr Brown Seconded: Cllr Montgomery Unanimously Agreed

28.2 Shinfield Cricket Club

It was **PROPOSED** that the an amount of £1500 be offered to the Shinfield Cricket Club instead of the full amount applied for of £3368 until all Shinfield Parish Council sports Grounds and Facilities are fully operational

Proposed: Cllr Brown Seconded: Cllr Clarke Unanimously Agreed

22/RA/29 Other Items

29.1 It was **PROPOSED** that the contract for the hire of the Flower Towers located on School Green not be renewed at the end of the years hire. The planters located on the Café patio and courtyard would be retained for 1 year to ascertain the cost and benefit

Proposed: Cllr James Seconded: Cllr Montgomery Unanimously Agreed

29.2 It was **NOTED** that the Clerk and Deputy Clerk are working on producing a sample News Letter

29.3 It was **NOTED** that an Insurance claim and quote for a replacement bus shelter has now been submitted

29.4 It was **NOTED** that the Clerk is currently developing a reporting system for current and potential room bookings at School Green Centre and Spencers Wood Pavilion

29.5 It was **NOTED** that the waiting list for the occupation of the Orchard Rise Allotments is now full and drainage has now been installed on the site

29.6 It was **NOTED** that the Clerk is investigating the current running costs of the Spencers Wood Pavilion as well as the Pre-School attached in order to provide a report

Date of next meeting: 26 May 2022

The meeting closed at 20:44pm

Action items:

Minute Ref	Details	Action by
62.2.3	Clerk to provide monthly report detailing significant maintenance tasks carried out in the parish to help identify any recurring issues.	Clerk
1.3	Letter from resident about access to SGC to be passed to Chair and Clerk for a response	Deputy Clerk

1.6	Deputy Clerk to investigate suitable access to Spencers Wood Pavilion giving regard to security and insurance as well as ease	Deputy Clerk
7.2	Clerk to chase WBC for a response re drainage issues and handover of Orchard Rise Allotments	Clerk
27.2	Cllr Montgomery to circulate report from Senior Youth Worker re Youth Club updates	Cllr Montgomery
27.3	Clerk to investigate different styles of bollards and provide quotes	Clerk
28.1	Clerk to arrange meeting with First Days Children's Charity to discuss how they can benefit the community in lieu of awarding any grant funds	Clerk

DRAFT



Standing Orders for Shinfield Parish Council

Approved 19 April 2021

Minute ref: 21/FC/51.1 and 51.2



**Review date: October of each
election year**

Shinfield Parish Council Standing Orders

Standing orders for the organisation and transaction of Councils' business are decided by full Council. The standing orders in **bold type** reflect statutory requirements.

Standing orders, not highlighted in bold type, do not incorporate statutory requirements. They are aimed at (i) highlighting matters that merit regulation by standing orders and (ii) encouraging use of standing orders to regulate routine administrative arrangements. The council has not adopted standing orders which undermine, override or conflict with any requirements imposed by legislation.

Any reference in the standing orders to financial regulations is a reference to the Council's standing orders for the regulation of its financial affairs.

References to he, his, him or Chair and Vice Chair are made for ease of use by the reader and also mean he or she, his or hers, him or her and Chairman, Chairwoman in recognition that serving councillors and staff may be either gender.

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1 Meetings

Mandatory for full Council meetings	●
Mandatory for committee meetings	●
Mandatory for 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 **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.**
- d 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.
- e The period of time designated for public participation at a meeting in accordance with standing order 1(d) above shall not exceed 30 minutes unless directed by the Chair of the meeting.
- f Subject to standing order 1(e) above, a member of the public shall not speak for more than 3 minutes.
- g In accordance with standing order 1(d) above, 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.
- h A person shall raise his 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.

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- i Any person speaking at a meeting shall address his comments to the Chair of the meeting.
- j Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chair shall direct the order of speaking.
- k **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the appropriate Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair(s) are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- l **Subject to standing order 1(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 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 to or be done by, to or before the Chair of the Council may in his absence be done by, to before or before the Vice-Chair(s) of the Council.**
- p **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.**
- q **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 casting vote whether or not he gave an original vote.**

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Note: There are different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

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 vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

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.

If prior to a meeting a Councillor has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.

All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council. **The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**

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 right to participate and vote on that matter. Unless he 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 has another interest if so required by the council's code of conduct. He may return to the meeting after it has considered the matter in

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which he had the interest. 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. A decision as to whether to grant a dispensation shall be made by the Proper Officer or by a meeting of the council or committee or sub-committee for which the dispensation is required, and that decision is final.

- w **No business may be transacted at a meeting of full Council 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. There should be no less than three members appointed to a committee. The quorum of a committee should also be three**
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- x **If no quorum exists when the meeting begins or if during a meeting the number of councillors present and not debarred by reason of a prejudicial declared interest falls below the quorum, no business shall be transacted and the meeting shall be closed. The business not transacted at that meeting shall be transacted at the next meeting or on such other as the Chair may fix.**
- y Subject to standing orders which indicate otherwise, short reports may be submitted with meeting agendas to support the furtherance of council business. Late reports will be permitted only by exception and with the agreement of the Chair.
- z Meetings shall not exceed a period of 2.5 hours. If a meeting continues to 22.00 pm the Chair shall at this time propose the motion "That this meeting continue". The motion must be seconded and a vote shall be taken without discussion. If any meeting is adjourned before its business has finished, the meeting shall stand adjourned until its next ordinary meeting or a date to be determined by the Chair or in his absence the appropriate Vice-Chair.
 - i. For reasons of public health and as per the COVID 19 Contingency work Plan SPCv1 17 March 2020, APPROVED 24 March 2020, the Shinfield Parish Council can hold virtual meetings to where the public are invited to participate.

2 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 new 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 6 p.m.
- 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 election of the Chair and either 1 or 2 Vice-Chair(s) of the Council shall be the first business completed at the annual meeting of the Council.** The position of Chair shall be open to all members of the Council. Nominations for the position of Chair should be submitted in writing at least three clear working days before the annual meeting of the Council. The election of the Chair shall be by show of hands.
- f The position of Vice-Chair shall be open to all members of the Council. Nominations for the position(s) of Vice-Chair(s) should be submitted in writing at least three clear working days before the annual meeting of the Council. At the annual meeting of the Council the newly elected Chair of Council shall indicate their rationale for 1 or 2 Vice Chair(s) and their delineated roles and the council shall decide by vote for that forthcoming year whether to appoint 1 or 2 Vice-Chair(s). The council shall then elect by show of hands the approved number of Vice-Chair(s) for the year.
- g **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- h **The Vice-Chair(s) of the Council, unless he 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 shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an

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original vote in respect of the election of the new Chair of the Council but must 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 shall preside at the annual meeting until a new Chair of the Council has been elected. He 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 of the Council, the order of business shall be as follows.
 - i. **In an election year, delivery by councillors of their declarations of 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 (and Vice-Chair(s) if there is one) of his 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 and determination of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, employees and other local authorities.
 - vi. Appointment of members to existing committees.
 - vii. Appointment of any new committees, the number of members (including, if appropriate, substitute councillors) and appointment to them.
 - viii. Review of representation on or work with external bodies and arrangements for reporting back.
 - ix. In an election year, to re-attest that the Council is eligible to exercise the General Power of Competence.

Attendance

- k. Subject to the provisions of section 85 of the Local Government Act 1972, if the Chair is unable to continue in office, for example, on the grounds of ill-health, then a new Chair may be elected.
- l. Apologies and reasons for not attending meetings must be notified to the Clerk in advance of the meeting, with an explanation, and must be accepted by Council, Committee, Sub-Committee or Working Party as appropriate.

Committees

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- m. Each committee shall have a Chair and Vice-Chair. The Chair and vice-Chair of a committee are normally elected at the first meeting of the committee after the Annual Meeting. The role of the vice-Chair of a committee is to support the Chair of the committee in dealing with the committee's business; chair committee meetings in the absence of the Chair; and represent the committee in the absence of the committee Chair.
- n. If a Member fails for three consecutive ordinary meetings to attend a meeting of a Committee, he shall be given an opportunity of making an explanation. Unless the explanation is accepted by the Committee he or she shall cease forthwith to be a member of that Committee. However, this Standing Order shall not apply to a member whose absence is due to attendance at a meeting of some other body or organisation to which he/she has been appointed as the Council's accredited representative.
- o. Following a further period of three months absence from the Council or Committee, if the Chair or Vice-Chair, or any Member of the Council or Committee is likely to be incapacitated for a further period, it is anticipated they will stand down from office to allow the Council to continue its business.

3 Proper Officer

- a The Council's Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the role of the Proper Officer during the Proper Officer's absence.
- b The Council's 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).**
 - ii. subject to standing order 4, 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 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 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;

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- 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 13*);
- 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 absence the Vice-Chair of the Council OR Chair or in his absence Vice-Chair of the Planning and Highways Committee 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 OR Planning and Highways committee; and
- xvi. manage access to information about the Council via the publication scheme

3a Responsible Financial Officer

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

4 Motions requiring 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 In accordance with standing order 3(b) (iii) above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 7 clear days before the next 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 4(a) above, 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 4(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 7 clear days before the meeting.
- e If the wording or nature of a proposed motion is considered unlawful or 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 or rejected in the agenda.
- f Having consulted the Chair or councillors pursuant to standing order 4(e -) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- g Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors.
- h Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors.

5 Motions not requiring written notice

- a Motions in respect of the following matters may be moved without written notice to the Proper Officer:
- i. To appoint a person to preside at a meeting.
 - ii. To correct an inaccuracy in the minutes of the previous meeting.
 - iii. To alter the order of business on the agenda for reasons of urgency or expedience.
 - iv. To proceed to the next business on the agenda.
 - v. To defer consideration of a motion.
 - vi. To require a written report
 - vii. To move to a vote.
 - viii. To close or adjourn debate.
 - ix. To refer a motion or a matter to a committee or to a sub-committee or an employee.
 - x. To appoint a committee or sub-committee or any councillors (including substitutes) thereto.
 - xi. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it
 - xii. To extend the time limit for speaking
 - xiii. To not hear further from a councillor or a member of the public
 - xiv. To exclude from the meeting a Councillor or a member of the public for disorderly conduct.
 - xv. To give the consent of the Council if such consent is required by standing orders.
 - xvi. To suspend any standing order except those which are mandatory by law
 - xvii. To adjourn or temporarily suspend the meeting.
 - xviii. To answer questions from councillors
 - xix. To close the meeting.
- b If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chair may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

6 Rules of debate

- 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 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

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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 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 considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chair of the meeting and his 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 right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a

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councillor shall relate only to the motion under discussion and shall not exceed **25** minutes without the consent of the Chair of the meeting.

7 Code of conduct and dispensations

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he 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 has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he 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 has another interest if so required by the council's code of conduct. He may return to the meeting after it has considered the matter in which he 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 the Proper Officer or 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 7 (d) and (f) above, dispensations requests shall be considered [by the Proper Officer before the meeting; or, if this is not possible, at the start of the meeting

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for which the dispensation is required.

- h A dispensation may be granted in accordance with standing order 7(e) above 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.**

8 Code of Conduct Complaints

- a Upon notification by Wokingham Borough 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 report this to the Council.
- b Where the notification in standing order 8(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 8(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 Wokingham Borough 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.**
- e Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.
- f Standing orders should not be taken to prohibit the Council (whether through the Proper Officer or the Chair of the Finance and General Purposes committee or otherwise) from disclosing information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.

9 Draft Minutes

- 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 5(a)(iii).
- 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 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 view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

Subject to the publication of draft minutes in accordance with standing order 10(e) and standing order 28(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.

10 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 excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

- c If a resolution made in accordance with standing orders is ignored, the Chair of the meeting may take further steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

11 Previous resolutions

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least two councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
- b When a special motion or any other motion moved pursuant to standing order 12(a) above has been disposed of, no similar motion may be moved within a further 6 months.

12 Voting on appointments

- a Where more than 2 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.

13 Execution and sealing of legal deeds

See also standing order 3(b)(xii)

- a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- b **In accordance with a resolution made under standing order 13(a) any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

14 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-councillor 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. may permit committees to determine the number, date and times of their meetings up until the date of the next annual meeting of the Council;
 - iii. shall subject to standing orders 14(a) and 14(c) appoint and determine the term of office of councillor or non-councillor members of such a committee so as to hold office no later than the next annual meeting of full council;
 - iv. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - v. shall appoint and determine the terms of office of members of such a committee;
 - vi. may subject to standing orders 14(a) and 14(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;
 - 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 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; an ordinary member of a committee who has been replaced at a meeting by a substitute member (in accordance with standing orders) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;

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- xi. may in accordance with standing orders, dissolve a committee at any time;
- e The standing committees of the council are as follows:
 - i. Full Council
 - ii. Finance and General Purposes Committee
 - iii. Staffing Committee
 - iv. Planning and Highways Committee;
 - v. Recreation and Amenities Committee
 - vi. Development Board
- f. The approved terms of reference for the standing committees are attached as appendix 1 to these standing orders.
- g. The Vice-Chair of the Council should chair the Finance and General Purposes Committee and also the Staffing Committee. The Chair of the Council will not be a member of the Staffing Committee.
- h. In order to demonstrate the Council as a good employer, members of the Staffing Committee should have relevant current experience in employment law and best practice or be prepared to attend appropriate training agreed by the Staffing Committee.
- i. It is expected that all Members of the Council will take an active role in the Council's activities and sit on a least two Committees.

15. Schedule of Delegation to committees

- a. Legislation allows local Councils to appoint one or more Committees or Sub-Committees/Working Parties to discharge any of its function. It is not necessary for the Council to ratify Committee decisions where delegation applies. The membership of Committees is fixed by the Council, and of Sub Committees/Working Parties by the appointing Committee. In constituting such groups the Council or Committee as appropriate shall have full regard to the implications on the Officer and Member workload of such creation.
- b. The schedule outlined below may be amended at any time by the Council with or without any recommendation from a Committee, or other body.

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- c. The intention of the delegation scheme is, therefore, that the Council should act with all reasonable speed. Decisions should be taken at the most suitable level. Thus officers are given power over the day to day administration of the Council, committees to decide matters within their Terms of Reference, and matters of major policy should be decided at Full Council.

DELEGATION

- a. The legal basis of the delegation conferred by this Document is contained in the following provisions of the Local Government Act 1972:Section 101 Arrangements for discharge of function by local authorities
- b. Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions: by a Committee, a sub-committee or an officer of the authority, or by any other local authority
- c. Where by virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee arrange for the discharge of any of those functions of a local authority and where by virtue of this section any functions of a local authority may be discharged by a sub-committee of the authority, then, unless the local authority or the committee otherwise direct, the sub-committee may arrange for the discharge of any of those functions by an officer of the authority.
- d. Any arrangements made by a local authority or committee under this section for the discharge of any functions by a committee, sub-committee, officer or local authority shall not prevent the authority or committee by whom the arrangements are made from exercising those functions.
- e. It is desirable that in the interests of certainty in decision making and to avoid lengthy discussions in Council meetings, Standing Orders should discourage, so far as is legally possible, action being taken by the Council after the matter has been 'decided' by a Committee, Sub Committee/Working Party. If the Council feel, however, that action is necessary then normally it should refer the matter back to the Committee concerned

URGENT DECISIONS OF THE COUNCIL

- a. Urgent decisions required between scheduled Council meetings are delegated to the Clerk in consultation with the Chair or in his/her absence the Vice-Chair(s).

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- b. Decisions made under this delegation will be reported to and minuted at the next Council meeting.
- c. Where appropriate, the Clerk may decide that an Extraordinary Meeting of the Council be called to deal with the urgent matter.
- d. The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair or replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,000 with the counter signature of the Finance Manager. The Clerk shall report the action to the Council as soon as practicable thereafter.

GENERAL TERMS FOR DELEGATION OF POWERS

- a. Approval of minutes: Committee meeting minutes are approved at the next meeting of that committee. The minutes are received by members up to 6 days prior to the meeting and any clarification or errors should be requested/notified to the Committee Chair or Clerk before the meeting where approval will be sought. This will reduce review time at the meeting.
- b. For openness and communication, the draft minutes of committees that have sat during the month are noted at that month's Full Council. Approval is not sought at the Full Council meeting; the purpose is to inform the Full Council of what is being discussed at committee meetings. If, following discussion on a point raised, further discussion is required then that can be added to the agenda of the next committee meeting.
- c. Compliance with the law: The Council Committees and Sub-Committees can only act within the law and in accordance with the Council's approved Standing Orders and Financial regulations.
- d. Budgets: Committees can only exercise delegated powers if there is budgetary provision for any proposed expenditure. They can vire monies within their overall budget to enable smaller projects, but large variations must be referred to the F&GP committee. If no budgetary provision is available, delegated powers may only be exercised subject to obtaining approval for a supplementary estimate, and this must be done through referring the matter firstly to the Finance and General Purposes Committee, which will then make a recommendation to the full Council.
- e. Committee Conflict: there may be occasions, particularly when there is conflict between Committees regarding which one has powers to deal with a particular matter. In such cases, the matter shall be referred to the Council. The Council shall then determine the matter.

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- f. Committee Overlap: Where a Committee is considering a matter involving Committee overlap, it may only resolve such matters subject to the agreement of all the other relevant Committees. Where any Committee disagrees with another in these circumstances the matter shall be referred to the Council. The Council shall then determine the matter.
- g. Matters for Council: where Committees are considering Council matters they shall not have delegated powers to determine such matters but shall report or make recommendations to Council. Examples of such are:
 - a. Matters of major importance which have not previously been before the Council;
 - b. Matters which have arisen in other Committees or Sub-committees but which cannot be resolved by them in the absence of settled Council policy; or
 - c. In cases of doubt where a major policy is involved, the Chair of the Council or the Chair of any other Committee or Sub-committee, or in their absence the appropriate Vice-Chair may, before a decision is taken by the committee or sub-committee, state that a matter of major policy is involved.
- h. Concurrent powers: The Council may at any time exercise any of the duties and powers within the scheme which are delegated to the Council's Committees or Sub-Committees. A Committee may at any time exercise any of the duties and powers of its Sub-Committees.
- i. Considerations with regard to decision-making: In making any decisions or recommendations each Committee should consider the implications in relation to:
 - a. Best Practice
 - b. Corporate and Service objectives/policies
 - c. Crime and Disorder
 - d. The environment
 - e. Finance and staffing implications
 - f. The impact on the Parish.

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DELEGATION TO COMMITTEES

The following matters are reserved to the **FULL COUNCIL**

- a. The making of Standing Orders and Financial Regulations.
- b. The appointment of permanent representatives to outside bodies.
- c. The making of bye-laws.
- d. The dismissal of officers.
- e. The overall review of rents and charges.
- f. To order, regulate and generally supervise the Council's actions through policy provision and monitoring.
- g. Approval of Final Accounts.
- h. Final arbitrator of any issue
- i. Notwithstanding the powers delegated to committees, the Council retain the right to exercise such powers when necessary.

The following matters are delegated to the **FINANCE & GENERAL PURPOSES COMMITTEE**

- a. Delegation of work to the Clerk
- b. Delegation of work to the Responsible Financial Officer of the council
- c. The power to spend within its budget alone, and not being required to recommend to Full Council, as set annually and detailed in the Committee Report "Detailed Income & Expenditure by Budget Heading produced by the Finance Manager.
- d. Management of cash flow including receipts and payments, reviewing quarterly
- e. Review of income and expenditure against budget
- f. Management of fidelity, confirming bank balances and reserves
- g. Management of deposits
- h. Review of financial policy and financial regulations and procurement policy and management
- i. Management of audit and audit services
- j. Management of risk
- k. Preparation of annual accounts
- l. Preparation of annual budget and precept setting for council approval
- m. Review of larger grant applications to the parish council /loans over £5,000 and up to £10,000. For grants/loans of over £10,000 then they make a recommendation to Full Council to decide.
- n. Working with some of the borough wide bodies that can assist with reviewing local organisations for their suitability to receive a grant, and for the Council itself to apply for community funding;
- o. Administration of CIL monies for reporting to Council and external bodies as required; and in liaison with the council's standing committees, to make recommendations to full Council for the use of CIL receipts
- p. Review of the Council's Standing Orders
- q. Implementation of the Members' Code of Conduct
- r. Review and consideration of Council Communication
- s. Council policy review

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The following matters are delegated to the **RECREATION & AMENITIES COMMITTEE**

- a. Delegation of work to the Clerk
- b. The power to spend within its budget alone, and not being required to recommend to Full Council, as set annually and detailed in the Committee Report "Detailed Income & Expenditure by Budget Heading produced by the Finance Manager.
- c. Review of grant applications to the parish council/loans up to £5,000.
- d. Operational decisions
- e. Management, security and repair of council properties
- f. Management, security and repair of parish council land and buildings
- g. Management and security of allotment sites
- h. Management of community competitions relating to amenity and leisure
- i. Management of parish council bus shelters
- j. Management of allocated Section 106 or Community Infrastructure Levy funds awarded for leisure and play
- k. Development of youth provision across the parish
- l. Review and consideration of Community Services provision

The following matters are delegated to the **PLANNING & HIGHWAYS COMMITTEE**

- a. Delegation of work to the Clerk
- b. The power to spend within its budget alone, and not being required to recommend to Full Council, as set annually and detailed in the Committee Report "Detailed Income & Expenditure by Budget Heading produced by the Finance Manager.
- c. Operational decisions
- d. Submission, to the LPA, of considered comments on a schedule of planning applications in or affecting the parish
- e. Submission, to the LPA, of considered comment on planning issues, planning policy and planning consultation documents
- f. Reviewing and monitoring of S106 and C.I.L. monies in relation to planning applications
- g. Submission, to the LHA, of highway wish list items
- h. Notification, to the LHA, of highway concerns and highway requirements in or affecting the parish
- i. Reporting of footpath issues
- j. Management of street light installations, maintenance and repairs belonging to the Parish Council
- k. Reviewing of Neighbourhood Development Plan, reporting to council at regular stages
- l. The chair of the committee should report on its activities at meetings of the full council

The following matters are reserved to the **DEVELOPMENT BOARD**

- a. Delegation of work to the Clerk
- b. Operational decisions
- c. To appoint representatives from the Board as appropriate for communications with external bodies on development matters. This will include attendance at external meetings. The Board will report to full Council.
- d. To manage the Neighbourhood Plan and monitor its implementation;
- e. In liaison with the Finance and General Purposes Committee, to review and monitor s 106 and CIL monies in relation to all large development within the parish, and make recommendations to the Planning and Recreation and Amenities Committees, for decision by full Council;

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- f. To appoint four parish councillors to the SPC/WBC Joint Committee for the new Shinfield Community Centre
- g. To appoint members to joint working parties with WBC as they arise
- h. The Board will delegate projects to Working Groups or appropriate committees of the Council.

The following matters are reserved to the **STAFFING COMMITTEE**

- a. To review and approve the job descriptions and grades, objectives and performance targets for all staff for the delivery of the Council's vision and make recommendations to the Council.
- b. To agree contractual terms such as level on the pay scale, pensions, annual leave;
- c. To monitor the Clerk's work in accordance with objectives and performance targets agreed for the Clerk for the municipal year;
- d. To review the Council's staffing structure in consultation with the Finance and General Purposes Committee on staffing related expenditure and make recommendations to the Council;
- e. To oversee the processes for staff recruitment, induction and appraisals, and contribute where appropriate;
- f. To oversee the Council's policies for training and development consistent with Quality Parish status - staff and councillors – and make recommendations to the Council;
- g. To oversee the Council's policies in relation to health and safety matters for the staff and equal opportunities;
- h. To monitor the Council employment policies and processes as listed in the Council's Employee Handbook and give guidance and make recommendations to Council;
- i. To oversee staff grievances and disciplinary matters in conjunction with the Clerk. This includes: to provide resources for grievance and disciplinary processes and appeal panels as and when needed (unless the grievance or disciplinary matter relates to the Clerk), and to receive training on these two policies on a regular basis;
- j. To uphold standards of confidentiality, in particular any information covered by Data Protection requirements.

16. Extraordinary meetings

- 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 or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must 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 sub-committee at any time.**
- d If the Chair of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 councillors, those 2 councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 2 councillors.**

17. Advisory committees

- a The Council may appoint advisory committees comprised of a number of councillors and non-councillors.**
- b Advisory committees may consist wholly of persons who are non-councillors.**
- c An advisory committee may be appointed to advise the council on matters relating to the performance of its statutory functions, powers and related responsibilities. An advisory committee does not make decisions about the performance of the statutory functions and powers of the council, including financial matters. Its role is to research or investigate, consider and report to the council on them.**

18. 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 committee 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 andwhich 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. To the Finance and General Purposes Committee 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 1 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 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.

19. 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 in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- 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;

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- 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 one 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. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

20. Estimates/precepts

- a **The Council shall approve its budget for the coming financial year at a meeting before the end of January.**
- b Prior to the Council's annual budget setting meeting, any estimates for projects must be made available to the Finance and General Purposes Committee prior to the Council's first budget preparation meeting for the coming financial year. Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the project and the expenditure recommended for the coming year no later than the end of November, accompanied by a justification.

21. Canvassing of and recommendations by councillors

- a Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

22. Inspection of documents

Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

23. Unauthorised activities

Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee issue orders, instructions or directions.

24. Confidential business

- a In accordance with s. 1(2) Public Bodies (Admission to Meetings) Act 1960 the public may not be excluded from council meetings unless there are special reasons to justify such exclusion. The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b A councillor in breach of the provisions of standing order 25(a) above may be removed from a committee or sub-committee by a resolution of the Council.

25. Handling Staff Matters

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council or the Staffing Committee has decided whether or not the press and public shall be excluded pursuant to standing order 27 Managing Information.
- b Subject to the Council's policy regarding absences from work, the Council's most senior employee shall notify the Chair of the Staffing Committee or, in his absence, the Vice-Chair of the Finance and General Purposes committee of any absence occasioned by illness or other reason and that person shall report such absence to the Staffing Committee at its next meeting.
- c The Chair of the Staffing Committee or in his absence, the vice-Chair shall conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by the Staffing Committee.
- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the Chair of the Staffing Committee or in his absence, the vice-Chair of the Finance and General Purposes committee or the Staffing Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee. In the event of a dispute the Chair of the

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Council will act as independent arbiter.

- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the employee relates to the Chair or vice-Chair of the Staffing Committee, this shall be communicated to another member of the Staffing Committee, which shall be reported back and progressed by resolution of a Committee formed for this purpose. In the event of a dispute the Chair of the Council will act as independent arbiter.
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential.
- g Any persons responsible for all or part of the management of Council employees shall have access to staff records relating to their performance and capabilities, grievance and disciplinary matters.
- h The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- i Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- j Only persons with line management responsibilities shall have access to employee records referred to in standing orders if so justified.
- k Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders shall be provided only to the Clerk and/or the Chair of the Council or the Chair of the Finance and General Purposes committee or the Chair of the Staffing Committee.

26. Management of Information

- 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.

27. Responsibilities to Provide Information

- 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.

28. Responsibilities under Data Protection legislation

- a **The Council shall appoint a Data Protection Officer (although currently this is not a legal requirement¹).**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her 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.**

29. Relations with the press/media

- a all requests from the press or other media for an oral or written statement or comment from the Council, its councillors or staff shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

¹ Data Protection Act 25 May 2018

30. Recording meetings by the Parish Council

- a In addition to the Standing Order 1(l) and 1(m) the council may make its own recordings of proceedings in Council and Committee meetings for the purposes of ensuring the accuracy of the minutes. Any such recording will be destroyed after the minutes of the meeting have been signed as accurate.

31. Liaison with Wokingham Borough Councillors

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

32. 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 2 councillors to be given to the Proper Officer in accordance with standing orders.
- 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.

33. Miscellaneous Provisions

33.1 Chair's Allowance

- a. The Council will pay the Chair a reasonable allowance to enable him/her to meet the expenses of his/her office. The amount should be fixed by the Council in advance, and represent reasonable reimbursement to the Chair for the general duties of his office, for example: communicating with the Clerk and other Council employees, travel within the Parish, attending events and meetings in his public figure role to represent the Council, entertainment in the course of Council business, etc.
- b. The Chair's Allowance will be paid in quarterly instalments and will be in addition to the Council's Travel and Subsistence policy for Members.
- c. The spending of the Chair's allowance is not usually subject to annual audit and, unless the Council otherwise directs, it may be spent or used at the Chair's discretion and without his/her having to account for it to the Council.
- d. The Chair's Allowance will be reviewed annually.

33.2 Member Training/Continuous Professional Development

Continuous Professional Development and training is compulsory for all Members of the Council, to include attendance at "New Councillor Training". A register will be kept to record all training events undertaken by councillors in any one year.

33.3 Co-option of Councillors

- a. For the election and co-option of Councillors, the standard rules apply in accordance with current legislation governing the election of councillors, casual vacancies and co-option of suitable persons, where appropriate. In accordance with s..87(2) of the Local Government Act 1972 the Council will give public notice of casual vacancies. The public notice will invite applications from candidates who satisfy the eligibility criteria for being a councillor.

Standing Orders Approved 19 April 2021 (21/FC/51.1 and 51.2)

- b A person is eligible to be co-opted provided he is qualified to be a councillor pursuant to s. 79 of the 1972 Act and is not disqualified pursuant to s.80 of the 1972 Act. A council may need to investigate or obtain evidence about a candidate's eligibility to be a councillor if this is challenged.
- c Where applicable, prior to commencement of the co-option procedure, interested parties qualified to serve as a councillor should first complete a self-certification confirming he/she meets the statutory requirements to be a member of a local council, and personal profile for consideration by Council, and be available for interview with the Chair and/or other members at a mutually convenient date and time. It is anticipated that interested parties will attend a number of council meetings before seeking office, suggested to be at least two. The Council will need to consider fairly if candidates are suitable for co-option. Candidates may be assessed by whether or not they meet the criteria in a person specification agreed by the council.
- d The decisions made by a local council about (i) whether or not to co-opt when vacancies remain unfilled after an ordinary election and (ii) who to co-opt when vacancies remain unfilled after an ordinary election and when casual vacancies arise should be transparent. There may be special reasons for excluding the public during a council meeting under (s.1(2) Public Bodies (Admission to Meetings) Act 1960) when the council is making decisions about a matter of public interest such as co-option. However, these must be defined, and decisions about co-option which are made at council meetings when the public have been excluded will not eliminate the need for a council to explain, for example to unsuccessful candidates, the reasons for its decisions.

33.4 General Power of Competence

Subject to any statutory prohibitions, restrictions and limitations, and provided it meets the eligibility criteria, the Council will seek to exercise the General Power of Competence as defined in the 2011 Localism Act.

34. Standing orders to be given to councillors

- a The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.
- b The Chair's decision as to the application of standing orders at meetings shall be final.
- c A councillor's failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders.

35. Restrictions on councillor activities

- a. Unless duly authorized, 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.

