

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 Wednesday, 28 May 2025, commencing at 19:30



Bruce Winton
Chief Executive and Clerk to the Parish Council
22nd May 2025

Members: Cllrs N Boyer, I Clarke, C Fernandes A Grimes, R Hoyle, P Jahromi, L James, B Johnson, M Jones, D Lias, N Masseron, Z Matic, I Montgomery, D Peer and R Tatla

Agenda

1. **Election of Chair of Council**
 - 1.1 To **RECEIVE** nominations for the election of Chair for 2025/26*
 - 1.2 To **ELECT** the Chair for 2025/26
 - 1.3 Chair to **SIGN A DECLARATION** of acceptance of office as Chair of the Council
2. **Election of Vice-Chair(s) of Council**
 - 2.1 To **RECEIVE** nominations for the election of Vice-Chair(s) for 2025/26*
 - 2.2 To **ELECT** the Vice-Chair (s) for 2025/26
 - 2.3 Vice Chair(s) to **SIGN A DECLARATION** of acceptance of office as Vice-Chair of the Council
3. **Apologies and declaration of members' interest**
 - 3.1 To **RECEIVE** and **CONSIDER** members' apologies for absence
 - 3.2 To **RECEIVE** and **CONSIDER** declarations of members' interests
 - 3.3 To **RECEIVE** and **CONSIDER** changes to members' declarations of pecuniary interest
4. **Minutes of the Annual Council meeting held on 22nd May 2024**
 - 4.1 To **RECEIVE** and **NOTE** the minutes of Annual Council meeting held on 22nd May 2024*
5. **Public Questions**
 - 5.1 To **RECEIVE** and **CONSIDER** questions from the public

6. Committee Appointments 2023/24

- 6.1 To **APPOINT** committee members for the following committees for 2025/26*.
The Chair of each committee will be elected at the first meeting of each committee:

- 6.1.1 Facilities Committee
- 6.1.2 Arts, Culture & Events Committee
- 6.1.3 Planning and Highways Committee
- 6.1.4 Staffing Committee
- 6.1.5 Children and Young Adults Committee

7. Meeting Schedule for 2026/27

- 7.1 To **RECEIVE** and **NOTE** the programme of council meetings for 2026/27*

8. Appointments to outside bodies

- 8.1 To **APPOINT/CONFIRM** representatives to serve on the following outside bodies:

Outside Body	2024/25
Fields NAG	Cllr Peer
AWE Liaison Committee	Cllr Montgomery
Berkshire Association of Local Councils (BALC)	Cllr Peer
Borough/Parish Liaison Forum	Cllr Peer and Cllr Grimes
Godson Charity	Andrew Oughton
Grazeley Village Hall Management Committee	Cllr Lias
Natural History Museum	Cllr Fernandes
Shinfield St Mary's CE(VA) Junior School	Cllr Fernandes
Shinfield United Charities	Cllr Montgomery and Cllr Jahromi
Shinfield Volunteer Group	Ian Young to act as liaison between group and SPC
Youth Club	Cllr Montgomery and Cllr Jahromi
Spencers Wood Village Hall Committee	Cllr Grimes
Wokingham Veteran Tree Association	SPC vacancy and Elaine Butler

9. Subscriptions

- 9.1 To **RECEIVE** and **APPROVE** the schedule of subscriptions to be paid for 2025/26 as follows

Description	£ (Exc VAT)
Association of Local Councils Of which Berkshire (invoice £1,400) National (invoice £1,200)	2,600
Berkshire Youth (Associate Membership)	50
National Allotment Society	60
Clerks & Councils Direct	80

9.2 To **RECEIVE** and **NOTE** the schedule of licenses due for renewal 2025/2026

Description	£ (Exc VAT)
Television Licence – The Manor	175
Television Licence – School Green Centre	175
Television Licence – Spencers Wood Pavilion	175
Television Licence – High Copse Pavilion	175
PPL – PRS Music Licence	600
Information Commissioners Office	73

10. Risk Register

- 10.1 To **RECEIVE** and **CONSIDER** the Council Risk Register*

11. Minutes of Full Council Meeting held on 23rd April 2025

- 11.1 To **APPROVE** the minutes of the Full Council meeting held on 23rd April 2025* as a correct record of the meeting
- 11.2 To **RECEIVE** information on matters arising

12. Reports Borough Councillors

- 12.1 To **RECEIVE** and **NOTE** reports from Borough Councillors*
- 12.2 To raise any questions to Wokingham Borough Council via the Borough Councillors

13. Reports from Committees and associated Working Parties

- 13.1 To **RECEIVE** and **NOTE** the draft minutes of the Facilities Committee held on 7th May 2025* and an update from the Chair
- 13.2 To **RECEIVE** and **NOTE** the draft minutes of the Arts, Culture and Events Committee held on 8th May 2025* and an update from the Chair
- 13.3 To **RECEIVE** and **NOTE** the draft minutes of the Planning and Highways Committee held 14th May 2025* and an update from the Cllr Peer (acting Chair for the meeting)
- 13.4 To **RECEIVE** and **NOTE** the draft minutes of the Staffing Committee dated 21st May 2025* and an update from the Chair
- 13.5 To **RECEIVE** and **CONSIDER** an update from the Corporate Governance Working Party
- 13.6 To **RECEIVE** a verbal report from the Chair of the Council
- 13.7 To **RECEIVE** reports from outside bodies

14. Equality, Diversity and Inclusion Policy

- 14.1 To **RECEIVE** and **CONSIDER** the Council's Equality, Diversity and Inclusion Policy*

15. Staffing Resilience

- 15.1 To **RECEIVE** and **CONSIDER** an additional 16 hours administrative support to improve staffing resilience across the Council*

16. Invoices for payment

- 16.1 To **RECEIVE** and **NOTE** Lloyds Bank payment of invoices within the Clerk's financial delegation*
- 16.2 To **RECEIVE** and **NOTE** Barclaycard payment of invoices within the Clerk's financial delegation*
- 16.3 To **RECEIVE** and **APPROVE** payments due to be made that are outside the Clerk's financial delegation*

17. Correspondence

- 17.1 To **RECEIVE** and **CONSIDER** any correspondence received

18. Date of Next Meeting

- 18.1 The date of the next Full Council Meeting will be held on 25th June 2025