

Minutes approved on:	
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DRAFT

Minutes of the annual meeting of Shinfield Parish Council held on Monday 21 May 2018 in the John Heggadon meeting room at Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllrs N Boyer, I Clarke, P Emmment, G Gray, A Grimes, G Hewett, P Hughes, L James, D Lias, I Montgomery, D Peer, J Reid.

Attending: S Roberts (Clerk), K Hughes (Deputy Clerk), B/Cllr Haitham Taylor, B/Cllr Patman,

18/01 Election of Chairman

Cllr Peter Hughes was nominated by Cllr Peer, seconded by Cllr Hewett and duly elected as Chairman for the 2018/19 civic year.

Cllr Hughes signed an acceptance of office form.

18/02 Appointment of Vice-Chairman

Cllr Andrew Grimes was nominated by Cllr Boyer, seconded by Cllr Peer and duly appointed as Vice Chairman for the 2018/19 civic year.

Cllr Grimes signed an acceptance of office form.

18/03 Apologies and declarations of members' interests

3.1 There were no apologies for absence from members, as all were present. Apologies were received and accepted from B/Cllrs Batth, Munro and Pollock.

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

18/04 Reports

4.1 Chairman's Annual Report

Cllr P Hughes noted that the Chairman's report was distributed at the Annual Parish Meeting on 26 April, and will be distributed to all households with the next newsletter, due to be finalised shortly.

The annual report was approved by members.

4.2 The Godson Charity Report

The Clerk reported that the charity has not yet met for this year, but that a report from the council's representative, Rev Paul Willis, is expected following the meeting.

4.3 Shinfield United Charities Report

The Clerk read out a brief report from the charity.

18/05 Committee Appointments 2018/19

5.1 Communications and Policies Committee

The following members were appointed to the Communications and Policies Committee:

Cllrs Gray, Hughes, Hewett and Reid.

5.2 Development Board

The following members were appointed to the Development Board:
Cllrs Boyer, Grimes, Hughes, Lias, Peer and Reid.

5.3 Finance and General Purpose Committee

The following members were appointed to the Finance and General Purpose Committee in accordance with current Standing Orders:
Cllrs Hughes and Grimes. Members noted that the additional members will be the Chairs of the other committees, as they are duly appointed at their first meetings.

5.4 Planning and Highways Committee

The following members were appointed to the Planning and Highways Committee:
Cllrs Boyer, Emmet, Gray, James, Lias and Peer.

5.4 Recreation and Amenities Committee

The following members were appointed to the Recreation and Amenities Committee:
Cllrs Boyer, Clarke, Emmet, Hewett, James and Montgomery.

5.5 Staffing sub-committee

The following members were appointed to the staffing sub-committee:
Cllrs Gray, Grimes, Montgomery and Peer.

Cllrs Gray, Hughes, Hewett, Montgomery and Reid expressed an interest in the proposed new community services committee referred to in the council's Vision document. Members noted that the new committee will be established when the council's Standing Orders are updated and approved by full Council.

18/06 Appointments to outside bodies 2018/19

Aborfield, Barkham, Shinfield and Swallowfield Parishes Community Forum (formerly Neighbourhood Action Group)	Cllr Reid
AWE Liaison Committee	Cllr Montgomery
Berkshire Association of Local Councils (BALC)	Cllr Peer
Borough Parish Liaison Forum	Cllr Peer with Cllr Lias to deputize.
Godson Charity	Rev Paul Willis
Grazeley Village Hall Management Committee	Cllr Hughes
Rural Crime Action Group	Following discussion, members noted that the work of this body overlaps significantly with the Neighbourhood Action Group, and it was RESOLVED that no member be appointed.
Shinfield Association	Cllr Clarke
Shinfield North Community Flat	Cllr Montgomery
Shinfield United Charities	Cllrs Hewett and Montgomery
Shinfield Volunteer Group	Cllr Hewett
Spencers Wood Village Hall Committee	Cllrs Peer and Reid
Spencers Wood Pavilion Youth Club	Mrs Susan Madigan, Cllr Montgomery
Wokingham District Association of Local Councils (WDALC)	Cllr Peer
Wokingham Veteran Tree Association	Mrs Elaine Butler, Cllr Gray.

B/Cllr Haitham Taylor joined the meeting at 19:55 hrs

18/06 Appointment of a Data Protection Officer

The Clerk reported that it is now no longer a requirement to appoint a Data Protection Office (DPO) but that it is generally considered to be best practice to do this. The Clerk reported that the Berkshire Association of Local Councils (BALC) is offering the services of Mrs Susan Ellis, for an annual retainer and an hourly charge, to carry out audits and support the council in the event of a data breach or complaint.

It was proposed by Cllr Peer, seconded by Cllr Gray and members RESOLVED to appoint Mrs Susan Ellis as Data Protection Officer for Shinfield Parish Council.

18/07

General Power of Competence

Cllr Hughes reported that, following the death of Cllr Pike, the council no longer qualifies to retain the General Power of Competence, as there are no longer 10 elected councillors. Members noted this will remain the case until the next parish election, in 2019.

The Clerk offered to bring a report to the next meeting, detailing the impact of this.

The meeting ended at 20:00 hrs