

Minutes of Annual Council Meeting
held on Wednesday, 17th May 2023
at the School Green Centre commencing at 19.30

Present: Cllrs I Clarke, P Emmment, A Grimes, P Jahromi, L James, M Jones, D Lias,
N Masseron, I Montgomery, D Peer, R Tatla

Attending: BCllrs C Glover, A Gray and J Rance
B Winton (Clerk), S Herring (Deputy Clerk)
One members of the public

1. Election of Chair of Council

- 1.1 The following nominations were received for the position of Chair of the Council

Cllrs Montgomery, Peer & Tatla had nominated Cllr Grimes for the position of Chair of the Council.

- 1.2 Election of Chair of the Council for 2023/2024

Cllr A Grimes was elected as Chair of the Parish Council for 2023/2024

Proposed: Cllr P Jahromi
Seconded: Cllr P Emmment
Approved: Unanimously

- 1.3 Cllr A Grimes accepted the office of Chairman of the Council and duly signed an acceptance of office.

2. General Power of Competence

- 2.1 The Clerk advised that the council was able to demonstrate its eligibility for the General Power of Competency in that at the "relevant meeting" (which is the first annual meeting to be held after council elections):

- The number of members of the council elected is equal to or greater than two-thirds of the total number of members of the council
- The Clerk to the parish holds the Certificate in Local Council Administration

The Council resolved to confirm that it meets these conditions.

Proposed: Cllr P Emmment
Seconded: Cllr P Jahromi
Approved: Unanimously


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3. Election of Vice-Chair(s) for 2023/2024

- 3.1 In accordance with council Standing Orders 2f, The Chair of the Council shall “indicate their rationale for 1 or 2 Vice Chair(s).” The following nominations were received for the position of Vice-Chair

- Cllr Montgomery nominated Cllrs James and Lias
- Cllr Peer nominated Cllrs James and Lias
- Cllr Tatla nominated Cllr Boyer (Cllr Boyer had indicated he did not wish to be nominated for Chair or Vice-Chair)

The Chair stated a preference for one Vice-Chair

Proposed: Cllr P Emment
Seconded: Cllr P Jahromi
Approved: Unanimously

3.2 Election of Vice-Chair of the Council for 2023/2024

Cllr L James was elected as Vice Chair of the Council

Proposed: Cllr P Emment
Seconded: Cllr P Jahromi
Approved: Unanimously

- 3.3 Cllrs L James accepted the office of Vice-Chair of the Council and duly signed an acceptance of office.

4. Acceptance of Office

- 4.1 Cllrs Clarke, Emment, Grimes, Jahromi, James, Jones, Lias, Masseron, Montgomery, Peer and Tatla accepted the office of Councillor and duly signed a declaration of acceptance of office. Cllr Boyer will sign the acceptance of office at the next council meeting.

5. Councillor Co-option

- 5.1 There were no applications to fill the current vacancies.

6. Apologies and declaration of members' interest

- 6.1 Apologies had been received from Cllr N Boyer, BCllrs C Johnson and S Munro
- 6.2 There were no declarations of members' interests
- 6.3 There were no changes to members' declaration of pecuniary interest


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7. Minutes of the previous meeting

- 7.1 The minutes of the Annual Parish Meeting held on 16th May 2022 were approved as a correct record and signed as such by the Chairman

Proposed: Cllr I Montgomery
Seconded: Cllr P Emmment
Approved: Unanimously

8. Public Questions

- 8.1 There were no public questions

9. Committee Appointments 2023/24

Members were appointed to committees as follows

9.1 Facilities Committee

Cllrs N Boyer, I Clarke, P Emmment, P Jahromi, L James, N Masseron & D Peer

9.2 Arts, Culture & Events Committee

Cllrs I Clarke, P Jahromi, L James, M Jones, N Masseron, I Montgomery & R Tatla

9.3 Planning and Highways Committee

Cllrs N Boyer, P Emmment, A Grimes, P Jahromi, D Lias, N Masseron, D Peer & R Tatla

9.4 Staffing Committee

Cllrs P Emmment, L James, I Montgomery, D Peer & R Tatla

9.5 Finance and General Purposes Committee

Cllr L James as Vice Chair and Chairs of Committees when appointed plus one other

10. Meeting Schedule for 2023/24

- 10.1 Members accepted and noted the schedule of dates for the meetings for 2023/2024 as previously circulated.

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11. Appointments to outside bodies

11.1 The following appointments were made to outside bodies:-

Fields NAG	Cllr Peer
AWE Liaison Committee	Cllr Montgomery
Berkshire Association of Local Councils (BALC)	Cllr Peer
Community Buildings Advice Unit	Cllr D Lias
Grazeley Village Hall Management Committee	Cllr Lias
Shinfield Association	Cllr Clarke
Shinfield North Community Flat	Cllr Montgomery
Shinfield Volunteer Group	Ian Young to liaise with Shinfield Parish Council
Shinfield United Charities	Cllr Montgomery and Cllr Jahromi
Spencers Wood Village Hall Committee	Cllr Grimes
Spencers Wood Pavilion Youth Club	Cllr Montgomery and Cllr James
Borough/Parish Liaison Forum	Cllr Peer and Cllr Grimes
Wokingham Veteran Tree Association	Elaine Butler to liaise with Shinfield Parish Council


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12. Subscriptions

- 12.1 Members approved the schedule of subscriptions to be paid for 2023/24 as follows, with the exception of 'Locality' this will be reviewed when it is up for renewal

	£ VAT Ex
Berkshire Association of Local Councils Of which Berkshire (£1,300) National (£1,000)	2,300
Berkshire Youth	30
Information Commissioners Office Registration	60
Locality	600
National Allotment Society	60
Clerks & Councils Direct	70
PPL and PRS	570
TV licences	400

Proposed: Cllr R Tatla
Seconded: Cllr I Montgomery
Approved: Unanimously

13. Risk Register

- 13.1 The Clerk explained that as the Risk Register had to be approved each financial year it was sensible to include it as a regular item on the Annual Council Meeting agenda and this approach was supported by the Finance & General Purposes Committee. In addition, an update from the Clerk on the Risk Register was also a standing item on the Finance & General Purposes agenda with any relevant matters being referred to Full Council.

Members reviewed and approved the Council Risk Register that had previously been circulated

Proposed: Cllr I Montgomery
Seconded: Cllr D Lias
Approved: Unanimously

14. Meeting Close

- 14.1 The meeting closed at 20:15

15. Date of the next meeting

The next meeting of the Annual Council Meeting will be held on 14th May 2024

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