

Minutes of Annual Council Meeting
held on Wednesday, 22nd May 2024
at the School Green Centre commencing at 19.30

Present: Cllrs Clarke, Fernandes, Grimes (Chairman), Jahromi, James, Johnson, Lias, Masseron, Matic, Montgomery, Peer and Tatla

Attending: BCllrs Edmonds and Glover
B Winton (Clerk)
S Herring (Deputy Clerk)
3 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 Boyer, Clarke, Jahromi, James, Lias, Montgomery, Peer and Tatla had nominated Cllr Grimes for the position of Chair of the Council.

- 1.2 Election of Chair of the Council for 2024/2025

Cllr Grimes was elected as Chair of the Parish Council for 2024/2025

Proposed: Cllr Jahromi
Seconded: Cllr Peer
Approved: Unanimously

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

2 Election of Vice-Chair(s) for 2024/2025

- 2.1 Council Standing Orders 2f states that "... At the annual meeting of the Council the newly elected Chair of the 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 one or two Vice-Chairs. ...".

Cllr Grimes proposed that for 2024/25 there should be two Vice-Chairs with one having responsibility for chairing Finance and Staffing as in the previous year. The other Vice-Chair should have a remit to review the Council's Standing Orders, Financial regulations (in accordance with the new template produced by the National Association of Local Councils in May 2024) and also Transparency (following a recommendation from the internal auditor).



2.2 Election of Vice-Chairs of the Council for 2024/25

The following nominations were received for the positions of Vice-Chair

- Cllrs Boyer, Clarke, Grimes, Lias, Montgomery, Peer and Tatla nominated Cllrs James
- Cllrs Johnson and Matic nominated Cllr Masseron
- Cllr Tatla had nominated Councillor Peer

Cllr Peer did not wish to be considered for the position of Vice-Chair

Both Cllr James and Cllr Masseron were **nominated** and **seconded** in advance of the meeting; the following were elected on a show of hands.

- Cllr James was elected as Vice Chair of the Council for Finance and Staffing and
- Cllr Masseron was elected as Vice Chair for the Council for Corporate Governance

2.3 Cllrs James and Masseron accepted the office of Vice-Chairs of the Council and each duly signed an acceptance of office.

3 Apologies and declaration of members' interest

3.1 Apologies had been received from Cllrs Boyer and Hoyle and BCllrs Bell, Gray, Munro and Srinivasan

3.2 There were no declarations of members' interests

3.3 There were no changes to members' declaration of pecuniary interest

4 Minutes of the previous meeting

4.1 The minutes of the Annual Council Meeting held on 16th May 2023 were approved as a correct record and signed as such by the Chairman

Proposed: Cllr Lias
Seconded: Cllr Montgomery
Approved: Unanimously

5 Public Questions

5.1 There were no public questions relating to the Annual Council meeting.



6 Committee Appointments 2024/25

The Clerk reported that Cllr Tatla had advised that she would be curtailing her membership of the following committees and working parties:-

Facilities
Arts, Culture and Events (ACE)
Planning and Highways
Staffing
Finance and General Purposes
Catering working party
Community bus working party
School Green working party
Traffic working party

for the foreseeable future for health reasons.

As a result, ACE would need to select a new Chair at its meeting on 6th June.

(Post-meeting note to correct the above: Cllr Tatla would be remaining on the Staffing Committee)

No other members had indicated any desire to amend their presence on committees from those published as part of the papers.

(Post-meeting note to correct the table previously circulated that Cllr Peer was and still is a member of the Planning and Highways Committee)

Members were appointed to committees as follows:-

6.1 Facilities Committee

Cllrs Boyer, Clarke, Jahromi, James, Johnson, Masseron and Peer

6.2 Arts, Culture & Events Committee

Cllrs Jahromi, James, Jones, Matic, Montgomery and Peer

6.3 Planning and Highways Committee

Cllrs Boyer, Fernandes, Grimes, Hoyle, Jahromi, James, Lias, Masseron and Peer

6.4 Children and Young Adults Committee

Cllrs Fernandes, Grimes, Johnson, Matic, Montgomery and Tatla

6.5 Staffing Committee

Cllrs James, Masseron, Montgomery and Peer

(Post meeting note to add Cllr Masseron to the Staffing Committee)

6.6 Finance and General Purposes Committee

Cllr L James and Masseron as Vice Chairs, and Chairs of Committees



7 Meeting Schedule for 2024/25

- 7.1 Members accepted and noted the schedule of dates for the meetings for 2024/2025 as previously circulated.

8 Standing Orders and Terms of Reference

- 8.1 As Cllr Masseron had been elected as Vice-Chair with a remit to look at corporate governance, she was asked to conduct a review of the Standing Orders in the coming months and report through Finance & General Purposes with recommendations to Full Council.

- 8.2 It was **AGREED** to formally review the Standing Orders at each Annual Council Meeting from 2026 onwards.

Proposed: Cllr Montgomery

Seconded: Cllr Jahromi

Approved: Unanimously

- 8.3 It was **AGREED** that each committee formally reviews its Terms of Reference annually at the first meeting held after the Annual Council meeting. These would then be formally ratified at the following Full Council meeting.

Proposed: Cllr Tatla

Seconded: Cllr James

Approved: Unanimously

9 Appointments to outside bodies

- 9.1 The following appointments were made to outside bodies:

	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 United Charities	Cllr Montgomery and Cllr Jahromi
Shinfield Volunteer Group	Ian Young to act as liaison between group and SPC
Youth Club	Cllr Montgomery
Spencers Wood Village Hall Committee	Cllr Grimes
Wokingham Veteran Tree Association	SPC vacancy and Elaine Butler

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10 Subscriptions

- 10.1 Members **APPROVED** the schedule of discretionary subscriptions to be paid for 2024/25 as follows:

Description	£ (Ex VAT)
Association of Local Councils Of which Berkshire (estimated £1,500) National (estimated £1,100)	2,600
Berkshire Youth (Associate Membership)	50
National Allotment Society	60
Clerks & Councils Direct	80

Proposed: Cllr Jahromi
Seconded: Cllr Clarke
Approved: Unanimously

- 10.2 Members **NOTED** the schedule of licenses due for renewal for 2024/25

Description	£ (Ex VAT)
Television Licence – The Manor	159
Television Licence – School Green Centre	159
Television Licence – Spencers Wood Pavilion	159
PPL – PRS Music Licence	600
Information Commissioners Office	60

TV Licences and PPL-PRS would be required for High Copse Pavilion and Millworth Lane once they were operational.

Proposed: Cllr Jahromi
Seconded: Cllr Peer
Approved: Unanimously

11 Risk Register

- 11.1 As had been agreed at the Annual Council meeting in 2023 the Corporate Risk Register would be formally reviewed at each Annual Council Meeting. Finance & General Purposes has the Risk Register as a standing item at each of their meetings and any significant changes would be reported to Full Council. This item, however, ensures that each member of the council has an opportunity to formally review the contents of the register.

Members reviewed and **APPROVED** the Council Risk Register that had previously been circulated.

Proposed: Cllr Montgomery
Seconded: Cllr Fernandes
Approved: Unanimously


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- 11.2 It was agreed that any changes to the document are identified in the version submitted to this meeting each year.

12 Date of the next meeting

- 12.1 The next meeting of the Annual Council Meeting will be held on 27th May 2025

The meeting closed at 07:55


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