



Datchet Parish Council

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DATE: **15th May 2023**

TO: **ALL MEMBERS OF THE COUNCIL**

You are hereby summoned to attend the **ANNUAL MEETING** of **DATCHET PARISH COUNCIL** being held on **THURSDAY 25TH MAY 2023**, at **7.00 P.M.**, for the purpose of transacting the business specified in the following agenda.

The Press and Public are welcome to attend.

Members of public are reminded that their attendance at this meeting is a matter of public record.

Yours faithfully,

Helen Broughton

Locum CLERK TO THE COUNCIL

A G E N D A

23/01 ELECTION OF CHAIRMAN

- a. To elect a CHAIRMAN of the PARISH COUNCIL for the ensuing Municipal Year
- b. To receive the Chairman's declaration of acceptance of office, or agree when it will be received.

23/02 ELECTION OF VICE CHAIRMAN

To elect a VICE CHAIRMAN of the PARISH COUNCIL for the ensuing Municipal Year.

23/03 APOLOGIES

To receive and approve members apologies for absence (and the reasons).

23/04 MEMBERS

- a. To confirm the receipt of signed Declaration of Acceptance of Office forms from all Members, or agree when to be received.
- b. Members to note that they must notify the monitoring officer of any disclosable pecuniary interests within 28 days of taking office.
- c. To confirm that all Members have read the Code of Conduct.
- d. To note that the Council has 5 unfilled seats following the elections and agree action on co-option.

23/05 DECLARATION OF INTERESTS

Members are required to declare any financial or personal interests arising from the agenda.
Dispensation requests should be made to the Clerk in advance of the meeting.

23/06 GENERAL POWER OF COMPETENCE (GPC)

To confirm that the Council will not hold the GPC as there is no permanent Clerk to the Council (holding a relevant qualification). *Note that as a result all expenditure must have a specific power identified by the RFO.*

23/07 LEAD COUNCILLOR ROLES

- a. To create or dissolve Lead Councillor roles (*Currently: Finance and Administration, Grounds, Highways, Properties, Planning, Events, Flooding and Drainage*).
- b. To appoint Lead Councillors and their Deputies.

23/08 COMMITTEES AND WORKING GROUPS

- c. To create or dissolve Committees and Working Groups (*Currently: Staffing Committee, Stormwater System WG & Flood Defence WG, Environmental Awareness WG, Strategic Plan WG, Conservation Area WG, Cemetery WG, Highways WG*)
- d. To appoint Members to Working Groups.

23/09 OTHER ORGANISATIONS: To appoint representatives to other organisations (*paper*).

23/10 INTERNAL AUDITOR: To appointment an Independent Internal Auditor for 2023/2024.

23/11 INSURANCE: To confirm Zurich as the Parish Council insurers for 2023/24 and review the insurance schedule.

23/12 BANK SIGNATORIES

To make amendments to the list of approved bank signatories. (*Currently: Cllrs David Buckley, Monica Davies, Ian Thompson, Linda O'Flynn, Tim O'Flynn, Andrew Clemens*)

23/13 POLICIES AND PROCEDURES

To consider and approve the following statutory documents (*circulated*):

- i) Standing Orders
- ii) Financial Regulations
- iii) Terms of Reference - Lead Councillors
- iv) Terms of Reference – Working Groups
- v) Code of Conduct
- vi) Privacy Statement

23/14 MEETING SCHEDULE

To approve the schedule of meetings for the 2023/2024 Municipal Year (*paper*).

23/15 MINUTES

To agree that the minutes of the meeting held on 17th April 2023 be signed by the Chairman as a true record. (*Circulated*)

23/16 MATTERS ARISING: to note and update matters arising from previous meetings. (*Paper - for information only*)

23/17 GENERAL: To receive the Clerks report.

23/18 PLANNING

- a. To agree responses to new applications listed on the attached planning addendum and note Planning Decisions (*paper*)
- b. Other planning matters, including any new 106 Allocations and Enforcement Matter

23/19 FINANCE AND ADMINISTRATION

- a. To approve the list of payments and receipts
- b. To receive the following reports to 31st March 2023: Income and Expenditure, Balance Sheet, Annual Budget / Year to Date, Bank reconciliation.
- c. To agree to create a new budget line for Locum Fees and move £18,000 from the General Fund to this budget.
- d. To agree a date for the Datchet Hall Endowment Fund AGM.

23/20 PROPERTY

- a. To note Bridge Café survey report and agree action and expenditure.
- b. To note Legionella Risk Assessment for the changing rooms and agree action.

23/21 GROUNDS

- a. To note grounds report from Cllr Thompson in reference to the recreation ground ditch culvert.
- b. To approve expenditure of 20 ground sockets for post and chain fence at a cost of £3,071.24 (exc vat) (*note one quotation*)
- c. To approve expenditure of £3,550 (net) on replacement of Mistletoe Starts to tree (*note one quotation*)
- d. To discuss and decide use of recreation ground request from Fitness Trainer (*Email circulated*)

23/22 COUNCILLORS QUESTIONS AND COMMENTS (*information only*)

23/23 PUBLIC QUESTION TIME

Questions (only for clarification relating to matters discussed on the agenda and limited to 2 minutes a person and 10 minutes Maximum in total)

23/24 EXCLUSION OF PRESS AND PUBLIC

The Chairman will move that the Press and Public be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by virtue of the confidential nature of the business to be transacted.

23/25 STAFF MATTERS

- a. To receive a report and recommendations in regards to Clerk & RFO Position (*Paper*)
- b. To approve additional payment to the Booking Secretary in reference to Village Hall clean up after the Coronation Fete.