


Purley on Thames
Parish Council

Helen Broughton, Locum Clerk to the Council
The Parish Office, Goosecroft Lane
Purley on Thames, Reading, RG8 8BW
E: clerk@purleyonthames-pc.gov.uk
T: 0118 984 4507

You are summoned to attend the Annual Meeting of the Parish Council being held virtually on Thursday 6th May 2021 at 7.00pm for the purpose of transacting the following business

(Members of the public and press are invited to attend the meeting, please contact the Clerk for Zoom details)

 Mrs H Broughton Locum Clerk to the Council

29th April 2021

AGENDA

P21/45 ELECTION OF CHAIRMAN – To elect a Chairman of the Parish Council for the ensuing year and receive the Chairman's Declaration of Acceptance of Office.

P21/46 ELECTION OF VICE CHAIRMAN – To elect a Vice Chairman for the ensuing year and receive the Vice-Chairman's Declaration of Acceptance of Office.

P21/47 TO RECEIVE APOLOGIES FOR ABSENCE – *to be formally approved by council.*

P21/48 TO RECEIVE DECLARATIONS OF INTEREST

- Councillors are reminded to review their declarations of interest
- Councillors to declare interests in items **on the agenda** (*disclosable pecuniary interests and other interests*)
- To receive requests for dispensations and grant requests as appropriate

P21/49 TO RECEIVE ANY STATEMENT OR QUESTIONS FROM MEMBERS OF THE PUBLIC - *for a period up to, but no longer than, 20 minutes.*

P21/50 TO RECEIVE AND CONFIRM MINUTES OF THE PREVIOUS MEETING - to confirm as a correct record the Minutes of the meeting held on 25th March 2021. *Minutes to be taken as read.*

P21/51 PAST SUBJECT MATTERS FOR REPORT ONLY (*that are not already on the agenda*).

P21/52 TO NOTE THE REPORTS OF THE FOLLOWING COMMITTEES:

Planning – meeting held on 19th April 2021. *Minutes to be taken as read.*

P21/53 CORPORATE GOVERNANCE – to approve or reaffirm the following:

- | | |
|----------|---|
| P21/53-1 | Financial Regulations (<i>draft</i>) |
| P21/53-2 | Standing Orders (<i>under review</i>) |
| P21/53-3 | FOI Model Publication Scheme (<i>minor change</i>) |
| P21/53-4 | Health & Safety Policy Statement (<i>no change</i>) |
| P21/53-5 | Complaints Procedure (<i>minor changes</i>) |

P21/53-6 Delegated authority to officers (*changes*)

P21/54 APPOINTMENT OF STANDING COMMITTEES

P21/54-1 To create or dissolve standing committees

P21/54-2 Subject to P21/54-1 to appoint members to the following committees:
i) Highways and Footpaths ii) Recreation iii) Barn and Burial Ground iv) Planning v) Land Recreation (*to note membership*) vi) Finance (*paper*)

P21/54-3 To approve Committee terms of reference

P21/55 WORKING GROUPS

P21/55-1 To dissolve or appoint Working and Advisory groups

P21/55-2 Subject to P21/57-1 to appoint members to sit on Working and Advisory Groups:
i. Grants ii. Financial Risk Assessment iii. Human Resources iv. Health Safety v. Access Bungalow vi. Information Technology vii. Villager of the Year viii. Goosecroft Development ix. Bucknells Meadow

P21/56 PARISH COUNCIL REPRESENTATIVES – To appoint members to local and other bodies

P21/57 ASSETS – to note the inventory of assets (*councillors to inform the Clerk outside of the meeting of changes to the register*)

P21/58 MEETING ARRANGEMENTS – to agree 2021/22 meeting arrangements (*paper*)

P21/59 FINANCIAL MATTERS

P21/59-1 To appoint – i) Cheque Signatories ii) Internal Auditor

P21/59-2 To consider the effectiveness of internal financial control

P21/60 TO RECEIVE THE DISTRICT COUNCILLORS' REPORT

P21/61 CLERK'S REPORT

P21/61-1 Payments – to note month 1 payments & receipts

P21/61-2 The Chairman to check and sign the month 1 bank reconciliation

P21/61-3 Year End – to note year end accounts and date of external audit

P21/61-4 Correspondence to the Clerk not previously circulated

P21/62 CONSULTATIONS To consider a response to a review of West Berkshire Council's Rights of Way Improvement Plan

P21/63 RESOLUTIONS

P21/63-1 To agree expenditure of £1,800 for repairs to the fence at Pikeslaw with the Amenities Officer being given delegated authority to appoint the contractor.

P21/63-2 To agree a budget and approve expenditure of up to £2,000 for the re-organisation of the parish office to provide a quick solution to the objectives of the accompanying paper and accepting that a more permanent solution may be necessary in the future which should not need to negate the spend of this resolution.

- P21/63-3 To resolve to allow a hire-free community afternoon on a Monday in the Small Barn. This would allow organisations such as the Purley Post Office Group and Purley Sustainability Group, neither of which have any funds, to provide a service to the Purley community.

The Chairman will move that under the Public Bodies (Admission to Meetings) Act 1960 s 1(2), the press and public is excluded from the meeting whilst confidential matters are discussed

- P21/63-4 To approve renewal of the existing cleaning contract for 1 year

P21/64 HR Matters

- i. To receive an update on the recruitment of a permanent Clerk
- ii. To approve a recommendation on staff matters (*confidential paper*)

P21/65 Purley Sports and Social Club

To note an update from PSSC (*confidential paper*)

Date of Next Meeting: 24th June (*provisional, subject to item P21/58*)

Councillors to notify the Clerk at least 14 days before the next meeting of any resolutions, accompanied by a paper stating the proposer and seconder