



Enborne Parish Council

Ms J Thaw, Clerk to the Council
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To all Enborne Parish residents

You are invited to attend the **ANNUAL MEETING OF THE PARISH COUNCIL** in The Barn, St Michael And All Angels Church, Enborne on Monday, 15th May, 2017 at 8.00 p.m. **This meeting will follow the meeting of Enborne Parish Council as Corporate Trustee of the Poores Allotment Charity commencing at 7.30pm. The meeting of the Corporate Trustee will take place after the Annual Parish Meeting commencing at 6.30 p.m.**

Jacqui Thaw
Parish Clerk

9th May, 2017

AGENDA

Declarations of Interest: members are reminded that declarations of interest should be made where appropriate.

- 1 Election of Chairman for 2017-18
 - 1.1 To receive nominations
 - 1.2 To elect the Chairman for 2017-18
 - 1.3 To sign the Declaration of Acceptance of Office
 - 1.4 To receive a statement from the new chairman
- 2 Election of Vice-Chairman
 - 2.1 To receive nominations
 - 2.2 To elect the Vice-Chairman for 2017-18
 - 2.3 To sign the Declaration of Acceptance of Office
- 3 Apologies for absence
 - 3.1 To receive apologies for absence from the meeting
- 4 Declarations of interest and dispensations
 - 4.1 To receive declarations of interest from councillors on items on the agenda
 - 4.2 To receive written requests for dispensations for disclosable pecuniary interests
 - 4.3 To grant any dispensations as appropriate
- 5 Minutes of the last Parish Council Meeting
 - 5.1 To approve and sign the minutes of the meeting of 20th March, 2017

- 6 Matters to report
 - 6.1 To receive a report from the Clerk as an update on actions since the last meeting not appearing as agenda items
- 7 Committees
 - 7.1 To appoint three members to the Staffing Committee
 - 7.2 To appoint three members to the Complaints Committee
- 8 Review of policies and procedures
 - 8.1 To review the policies and procedures in place
 - 8.2 To accept the revised Code of Conduct for Councillors, based on the recent WBC Model Code of Conduct, as circulated
- 9 Review of Council Assets
 - 9.1 To review all Council assets and the Asset Register
- 10 Review of Insurance Cover
 - 10.1 To review and confirm arrangements for insurance cover in respect of all insured risk
- 11 Representatives on Outside Bodies
 - 11.1 To appoint any representatives to outside bodies for the coming year and arrangements for reporting back
- 12 Membership of Outside Bodies
 - 12.1 To review Council membership of outside bodies
- 13 Dates of meetings for the Year 2017-18
 - 13.1 To set the dates, times and place of ordinary meetings of the full council for the year ahead
- 14 Correspondence
 - 14.1 To receive items of correspondence
- 15 Planning Applications
 - 15.1 To receive and comment on applications received. To include:
 - 15.1.1 17/00372/COMIND Parrot House, Enborne
 - 15.2 To receive notification of Planning Decisions from WBC
 - 15.2.1 16/00341/PACOU Studio, Peregrine House – prior approval
- 16 Year End Accounts 2016-17 and Audit
 - 16.1 To review the Year End Accounts for 2016-17
 - 16.2 To receive the Internal Auditor's Report
 - 16.3 To review the External Audit Annual Return
 - 16.4 To agree and sign the External Audit Annual Return
 - 16.4.1 Section 1
 - 16.4.2 Section 2
- 17 Poors Allotment Charity
 - 17.1 To receive and approve a report from the Parish Council as Charity Trustee
- 18 West Berkshire Housing and Economic Land Availability Assessment (HELAA)
 - 18.1 To receive an update from Cllr Croney on the Working Party

- 19 Vehicle Activated Signage (VAS) project – Enborne Row
 - 19.1 To receive a report from the Chairman on progress to date
- 20 Parish Plan
 - 20.1 To receive an update on collection of questionnaires
- 21 District/Parish Conference
 - 21.1 To review the correspondence arising from the recent conference, especially in relation to devolution of services to parishes
- 22 OFCOM and Broadband speeds
 - 22.1 To review recent correspondence in relation to rural broadband
- 23 Road Clearance by WBC
 - 23.1 To discuss recent road clearance in Enborne
- 24 Finance
 - 24.1 To discuss requests for donations
 - 24.1 Donation to the Enborne Flower Show
 - 24.2 Any other donations
 - 24.2 To authorise cheques for payment
 - 24.3 To review current balances and financial position
 - 24.4 To review the budget for the year
- 25 Reports from Members who have attended meetings of outside bodies
 - 25.1 To receive reports as appropriate
- 26 Public session
 - 26.1 To take questions from the public and police (if present) - up to 15 minutes
- 27 Any other items that the Chairman decides are urgent as items of information
 - 27.1 To receive items from Parish Councillors for referral to future meetings or for the Clerk to action
- 28 Next Parish Council Meeting
 - 28.1 To confirm the date and time of the next Parish Council meeting as 4th July, 20

All documents are available in large print if required. Please ask the Clerk in advance of the meeting.