

In the Parish of Englefield
The next Meeting of the Parish Council will be held at
The Englefield Estate Office on Monday 20th May 2019
At 6.30pm

Annual Council Meeting – Agenda

1. Election of Chairman and Vice Chairman

To elect the Chairman and Vice Chairman to the Parish Council for the following year

2. Apologies

To receive apologies for inability to attend the meeting (if any)

3. Declarations of Interest

To remind members of the need to record the existence and nature of any personal, pecuniary, or other disclosable interests in items on the agenda, in accordance with the Members' Code of Conduct

4. Minutes

To approve as a correct record the minutes of the meeting of this Council held on 27th March 2019

5. Englefield Flower Show

To agree insurance cover for the Englefield Flower Show

6. Financial Regulations

To confirm adoption of the Englefield Parish Council Financial Regulations

7. Risk Assessment

To agree any amendments required to the Englefield Parish Council Risk Assessment

8. Fixed Asset Register

To agree any amendments required to the Englefield Parish Council Fixed Asset Register

Parish Council Meeting – Agenda

1. 2018/19 Annual Return

- i. To approved and sign off the annual accounts for submission for financial year 2018/19
- ii. To confirm that the Parish Clerk is the Responsible Finance Officer for financial year 2019/20

2. Payments for Approval

To approve the following items for payment

- i. Council Administration Salary May 2019
£116.49
- ii. Berkshire Association of Local Council subscription 2019/20
£65.36
- iii. Came & Company – Parish Council insurance June 2019 – May 2020
£302.85
- iv. Standby Volunteer Group – Grant 2019/20
£100

3. Payments Made

To inform that the following payments have been made since the last meeting of the Council

- i. HMRC – Council Administration Income Tax Q4 2018/19
£87.40
- ii. Autela Group Limited – Council Payroll Administration Q4 2018/19
£47.00
- iii. West Berkshire Council – Grounds Maintenance Services 2018/19
£33.10
- iv. Council Administration Salary April 2019
£116.69