

MINUTES OF ENGLEFIELD PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Monday 20th May 2019 at The Englefield Estate Office

Present:

Cllr E. Crookes
Cllr M. Postles
Cllr R. Smith
Cllr S. Strang
Cllr N. Wynne Jones

In attendance:

N. Rands (Clerk)

No members of the public present

1. Election of Chairman and Vice Chairman

Cllr Edward Crookes was elected Chairman for the forthcoming year
Cllr Nick Wynne Jones was elected Vice Chairman for the forthcoming year

2. No apologies received

3. Declarations of Interest

No interests declared

4. Minutes

Minutes of the Parish Council Meeting held on 27th March 2019 were approved and signed as a true record

5. Englefield Flower Show

The Council agreed that the Englefield Flower Show Committee, organisers and volunteers are organising and acting on behalf of Englefield Parish Council.
It has been confirmed therefore that the Parish Council insurance policy will cover the event.

6. Financial Regulations

The Council approved re-adoption of the Englefield Parish Council Financial Regulations

7. Risk Assessment

The Council reviewed and approved the Englefield Parish Council Risk Assessment

8. Fixed Asset Register

The Council reviewed the amended Fixed Asset Register and agreed that the telephone box in North Street is required to be added.

Action – Clerk to amend Register for approval at June meeting.

Minutes of the Parish Council Meeting

1. 2018/19 Annual Return

- i. Annual accounts for submission for financial year 2018/19
 - i.i. Council resolved that it meets criteria for exemption
 - i.ii. Council approved Annual Governance Statement
 - i.iii. Council approved Accounting Statement
- ii. Council confirmed that the Parish Clerk is the Responsible Finance Officer for financial year 2019/20

2. Payments for Approval

Council approved 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

Council noted 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

The meeting closed at 7.13p.m.

Chairman:

Date: