

In the Parish of Englefield
The next Meeting of the Parish Council will be held at
Englefield Village Hall on Thursday 18th May 2023 at 6.30pm

Annual Council Meeting – Agenda

1. Election of Chairman

To elect the 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 13th March 2023

5. Financial Regulations

To review and confirm re-adoption of the Englefield Parish Council Financial Regulations

6. Responsible Finance Officer

To confirm that the Parish Clerk is the Responsible Finance Officer for financial year 2023/24

Parish Council Meeting – Agenda

1. 2022/23 Financial Update

To provide the Council with an overview of the final accounts for 2022/23

2. 2022/23 Annual Return

- i. To confirm that Englefield Parish Council meets the qualifying criteria for exemption and wishes to certify itself as exempt from a limited assurance review for financial year 2022/23
- ii. To receive the Internal Audit Report for financial year 2022/23
- iii. To approve the Annual Governance Statement for financial year 2022/23
- iv. To approve and sign off the Accounting Statements for submission for financial year 2022/23

3. Internal Financial Control

To appoint a Councillor to verify the bank reconciliations for 2023/24

4. Insurance

To review the quotes and agree an insurance provider for period commencing 1st June 2023

5. Payments for Approval

To approve the following items for payment:

- i. Berkshire ALC – Subscription fees 2023/24
£60.20
- ii. Council Administration Salary & WFH Allowance May 2023
£167.31
- iii. Triangle Management Ltd – April – June 2023
£63.18

6. Payments Made

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

- i. Englefield Village Hall – Hire fee 13th March 2023
£30.00
- ii. Autela Payroll Services – Payroll services Q4 2022/23
£69.31
- iii. Council Administration Salary & WFH Allowance March 2023
£167.31
- iv. HMRC – Council Administration Income Tax Q4 2022/23
£136.40
- v. Council Administration Salary & WFH Allowance April 2023
£167.31
- vi. Nova Press – Coronation leaflet printing
£70.00
- vii. Englefield Village Hall – Hire fee 18th May 2023
£45.00

7. Planning

To note that the following decisions have been received since the last meeting of the Council:

- i. 23/00225/NONMAT – The Workshop, Englefield Estate Yard, The Street, Englefield
Non-Material Amendment to planning permission 20/01425/COMIND
Approved
- ii. 23/00783/NONMAT – Englefield Estate Yard, The Street, Englefield, Reading
Non-Material Amendment to planning permission 22/00909/FUL - Erection of
photovoltaic panels, together with associated works.
Amendments: Change in solar panel brand, specification and pitch.
Approved
- iii. 23/00606/LBC – The Workshop, Englefield Estate Yard, The Street, Englefield
Amend the windows on the rear elevation of the Sawmill Building.
Granted

8. Councillor Vacancy

To provide an overview of the process to co-opt a Councillor to fill the current vacancy