

**In the Parish of Englefield
the next Meeting of the Parish Council will be held
remotely on Wednesday 5th May 2021 at 6.30pm**

Notice of Meeting

Residents of the Parish wishing to “attend” the meeting should refer to the Englefield Parish Council website where the details to enable you to join via Zoom will be published prior to the meeting.

Those wishing to join should contact the Clerk before 3pm on the day of the meeting to obtain the password.

Public Participation

While meetings are being held remotely, it is requested that any members of the public wishing to ask a question submit these by email to the Clerk. Written submissions should be limited to 500 words and submitted to the Clerk no later than midday on Monday 3rd May 2021 in order that they can be read out and discussed.

The contact email for the Clerk is clerk.inglefieldpc@outlook.com

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 17th March 2021

5. Financial Regulations

To review and confirm adoption of the revised Financial Regulations

6. Responsible Finance Officer

To confirm that the Parish Clerk is the Responsible Finance Officer for financial year 2021/22

Parish Council Meeting – Agenda

1. Public Participation

To receive written submissions from members of the public

2. 2020/21 Financial Update

To provide the Council with an overview of the final accounts for 2020/21

3. 2020/21 Annual Return - TBC

- 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 2020/21
- ii. To approve the Annual Governance Statement for financial year 2020/21
- iii. To approve and sign off the Accounting Statements for submission for financial year 2020/21

4. Internal Financial Control

To appoint a Councillor to verify the bank reconciliation for Q1 2021/22

5. Payments Made

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

- i. West Berkshire District Council – Donation to Contribution to Library Services 2020/21
£200.00
- ii. Autela Payroll Services – Council Payroll Administration February-March 2021
£41.76
- iii. Citizens Advice West Berkshire – donation
£100.00
- iv. West Berkshire Council – Annual Grounds Maintenance Recharge 2020/21
£31.63
- v. Triangle Management – Dog Bin Maintenance February 2021
£4.50
- vi. Triangle Management – Dog Bin Maintenance March 2021
£22.50
- vii. HMRC - Council Administration Tax Q4 2020/21
£276.80
- viii. Council Administration Salary & WFH Allowance April 2021
£171.16

6. Planning Applications

- a) 21/00490/FUL Malpas Farm, North Street – To inform the Council of the withdrawal of this planning application

7. Theale Primary School & North Street – Traffic concerns

To provide an update on the discussion with West Berkshire Council in relation to concerns raised regarding the traffic and volume of parked cars along North Street and Englefield Road during Theale Primary School drop-off and collection times