

MINUTES OF ENGLEFIELD PARISH COUNCIL

Minutes of the Parish Council Meeting held remotely on Wednesday 5th May 2021

Present:

Cllr E. Crookes
Cllr M. Postles
Cllr R. Smith
Cllr L. Dennison

In attendance:

N. Rands (Clerk)

No members of the public present

Annual Council Meeting – Minutes

1. Election of Chairman and Vice Chairman

Cllr Edward Crookes was elected Chairman for the forthcoming year

2. Apologies

Apologies from Cllr N. Wynne Jones were noted

3. Declarations of Interest

No interests declared

4. Minutes

Minutes of the Parish Council Meeting held on 17th March 2021 were approved as a true record

5. Financial Regulations

The Council resolved to adopt the revised Financial Regulations and approved the following specific clauses:

- 1.14 In addition, the council must approve any grant or a single commitment in excess of £500
- 4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.
 - the council for all items over £500
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500
- 4.5 The clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £250.

- The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - Fund transfers within the councils banking arrangements up to the sum of £250

6. Responsible Finance Officer

The Council confirmed that the Parish Clerk is the Responsible Finance Officer for financial year 2021/22

Parish Council Meeting – Minutes

1. Public Participation

No written submissions were received from members of the public

2. 2020/21 Financial Update

The Clerk provided an overview of expenditure versus budget for financial year 2020/21, including an explanation of key variances.

3. 2020/21 Annual Return

- i. The Council resolved that it meets the qualifying criteria for exemption and wishes to certify itself as exempt from a limited assurance review for financial year 2020/21
- ii. The Council was unable to approve the Annual Governance Statement and Accounting Statement at this meeting due to the need to await the Internal Auditor Report. These items will be carried forward to the next meeting

4. Internal Financial Control

Lynn Dennison was appointed to verify the bank reconciliation for Q1 2021/22

5. Payments Made

The Council notes 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 – The Council noted the withdrawal of this planning application

7. Theale Primary School & North Street – Traffic concerns

An update was provided 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.

Dates of next meetings

Monday 28th June 2021 – 6.30p.m.

Wednesday 29th September – 6.30p.m.

Chairman: Date: