

In the Parish of Englefield
The next Meeting of the Parish Council will be held at
Englefield Village Hall on Thursday 22nd May 2025 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 11th March 2025
- 5. Financial Regulations**
To confirm re-adoption of the Financial Regulations
- 6. Standing Orders**
To confirm adoption of the updated NALC Model Standing Orders
- 7. Responsible Finance Officer**
To confirm that the Parish Clerk is the Responsible Finance Officer for financial year 2025/26

Parish Council Meeting – Agenda

- 1. 2024/25 Financial Update**
To provide the Council with an overview of the final accounts for 2024/25
- 2. 2024/25 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 2024/25
 - ii. To receive the Internal Audit Report for financial year 2024/25
 - iii. To approve the Annual Governance Statement for financial year 2024/25
 - iv. To approve and sign off the Accounting Statements for submission for financial year 2024/25
 - v. To approve the proposed dates for the exercise of public rights as Tuesday 3rd June to Monday 14th July 2025

3. Internal Financial Control

To appoint a Councillor to verify the bank reconciliations for 2025/26

4. Insurance

- i. To review the quotes and agree an insurance provider for period commencing 1st June 2025
- ii. To confirm the provision of insurance cover under the Englefield Parish Council insurance policy for the Englefield Flower Show taking place on 12th July 2025

5. Payments for Approval

- a) To authorise ongoing contract for dog bin emptying services with Triangle Management at the increased price of £4.95 + VAT per week from £4.50 + VAT per week.

6. Payments Made

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

- i. Lloyds Bank – Banking Service Charge 10th January – 9th February 2025
£4.25
- ii. Autela Payroll Services – Payroll Services Q4 2024/25 & End of Year Processing
£94.56
- iii. Council Administration Salary & WFH Allowance – March 2025
£184.17
- iv. Andy Clarke – North Street notice board repair and repaint
£35.00
- v. Lloyds Bank – Banking Service Charge 10th February – 9th March 2025
£4.25
- vi. HMRC – Council Administration Income Tax Q4 2024/25
£140.00
- vii. Council Administration Salary & WFH Allowance – April 2025
£142.37
- viii. Lloyds Bank – Banking Service Charge 10th March – 9th April 2025
£4.25

7. Planning

To note that the Council have responded to the following applications since the last meeting of the Council:

- i. 25/00765/FUL - The Old Agency, Englefield Road, Theale, Reading RG7 5DU
Change of use of the existing offices into a SEND School with residential care. Permission is also sought for the erection of a boundary fence to create school play area and dedicated outdoor area for residential care element
Response – No objection