

Members are summoned to the Annual Meeting of Sonning Common Parish Council

On Monday 16th May 2022 at 19.30 hrs in the Village Hall Wood Lane Sonning Common to be followed by a Meeting of the Parish Council. Public and Press are welcome to attend.

In accordance with the Local Government Act 1972 & Section 106 of the Finance Act 1992 Members are reminded that it is their responsibility to declare any interests in items that are to be discussed at the meeting. Under the Openness of Local Government Bodies Regulations 2014, the filming and audio recording of parish council meetings by the public and media representatives is permitted if notification is provided to the Clerk, Deputy Clerk, or Chairman in advance of the meeting (certain exclusions apply). The chairman of a meeting reserves the right to suspend recording, where, in his/her opinion, the recording could interfere with the meeting's proceedings.

AGENDA

- AMPC23.1 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
- AMPC23.2 To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office.
- AMPC23.3 To receive any apologies for absence.
- AMPC23.4 To receive any declarations of interest from Members: To receive any declarations of pecuniary interest and/or requests for dispensations from Members regarding any item on this agenda.
- AMPC23.5 Public Participation. Members of the public may raise questions about and comment on items on the agenda. This session is limited to 15 minutes (3 minutes per person).
- AMPC23.6 To review and approve the proposal in **Appendix A**, to dissolve the Parks & Recreation Committee and the Village Environment & Environment Committee and set up a Parks and Recreation Working Party, Village Environment Working Party and an HR Advisory Group.
- AMPC23.7 To nominate and appoint Councillors as members of the:
- AMPC23.7.1 Finance Committee
 - AMPC23.7.2 Planning Committee
 - AMPC23.7.3 Parks & Recreation Working Party (subject to approval of 22.6)
 - AMPC23.7.4 Village Centre & Environment Working Party (subject to approval of 22.6)
 - AMPC23.7.5 HR Advisory Group (subject to approval of 22.6)
- See **Appendix B** for current memberships.
- AMPC23.8 To nominate or confirm Councillors to represent the Parish Council on or to relevant external bodies. See **Appendix B** for current memberships.
- AMPC23.9 To confirm the current Standing Orders as circulated are still approved.
- AMPC23.10 To confirm as per Standing Order 15A that the Deputy Clerk is nominated by the Parish Council to undertake the work of the Proper Officer in his absence and may authorise expenditure as the Proper Officer if required up to the limits set in SCPC Financial Regulations.
- AMPC23.11 To confirm as per Standing Order 16A that the Finance Manager/Office Manager is nominated by the Parish Council to undertake the work of the RFO in his absence and may authorise expenditure as the RFO if required up to the limits set in SCPC Financial Regulations.
- AMPC23.12 To confirm that the Parish Council is qualified to use the General Power of Competence.
- AMPC23.13 To confirm that the next Annual Meeting will be on Monday 15 May 2023.

Parish Council AGENDA

- 23/001 Apologies for absence and declarations of interests: To receive any apologies for absence and any declarations of pecuniary interest and/or requests for dispensations from Members regarding any item on this agenda.
- 23/002 Public Question Time under Section 30 of Standing Orders. This session is limited to 15 minutes in total.
- 23/003 To receive Chairpersons' comments on and approve the minutes of the following meetings:
 - 003.01 Planning Committee held on 11 April and 25th April 2022.
 - 003.02 Parish Council meeting held on 11th April 2022.
 - 003.03 Finance Committee held on 13th April 2022.
- 23/004 County Councillor's Report.
- 23/005 District Councillor's Report.
- 23/006 Parish Clerk's Report – **Appendix C** attached.
- 23/007 Memorial Park status update.
- 23/008 Jubilee plans update.
- 23/009 Matters for future agendas- Financial Risk Assessment, Asset Register and Insurance to be approved.
- 23/010 Confidential matters to be discussed without Press or Public present.

Next meetings: Monday 23 May – Annual Parish Meeting at 18.30.
 Monday 20th June – Full Council at 20.00

Signed by
Philip Collings - Parish Clerk

SCPC Decision Paper

Subject: Committees

Decision proposed:

Proposal 1 The following amendments are made to Parish PRC and VCEC to change these to working parties and amend the Terms of Reference to facilitate a reduction on parish office workload.

Proposal 2 The following additional HR Advisory Group is added to our working parties to meet as a minimum once a year, but which can be called on an Adhoc basis to provide support to the Parish Office on HR issues.

Actions required: To resolve to adopt the following proposals:

Proposer: Ms Boorman

Meeting date: Annual Meeting of the Parish Council May 2022

Situation:

The parish office is under considerable pressure at this current time with the increasing workload and in accordance with the TOR which states; *These Terms of Reference will be reviewed annually at the Annual Meeting of the Parish Council but may be reviewed at any time by the full council to ensure that they remain appropriate to the requirements of the Parish Council.*

Proposal 1 It is proposed that the Village Centre and Environment and Parks and Recreation Committees are dissolved and that the following amendments are made to Parish PRC and VCEC TOR to become working parties to facilitate a reduction on parish office workload as set out below:

Point 6 of the TOR to PRC and VCEC is removed and point 9 amended.

TOR for PRC point 6 states:

In accordance with the council's financial regulations, the committee may authorise the responsible financial officer to expend up to £9,999 or an amount previously approved by the full council. The responsible financial officer will keep records of all receipts and payments. The committee should prepare budget proposals for the following year in consultation with the responsible financial officer and submit them to council by the end of October each year. Unspent provisions in the revenue or capital budgets shall not be carried forward to a subsequent year.

Point 10 should be amended from:

Members will be summoned to meetings by the Parish Clerk giving the required three clear days' public notice; meetings will be held in public in full accordance with transparency regulations; agendas and minutes will be produced and published and resolutions recorded.

To

Point 13

The Parish Office will assist the PRWP/VCEWP, as requested, and, for example, by: a) preparing and circulating agendas and minutes of meetings when these are required.

Although this is written that the Parish office will assist when requested it has been the presumption that a member of the office attends and organises these meetings and Agenda. It is proposed from this time that the presumption is the Parish Office will not be expected to attend the PRWP and VCEWP and any meeting and minutes will be taken by the committee themselves and feedback to the office.

Proposal 2 It is proposed that the following additional HR Advisory Group is added, to be called on an Adhoc basis provide support and review of the Parish Office on HR issues.

It is provided in the list of documents by NALC that the Council should have a Discipline and Grievance Policy, as well as it is recommended to have a Staff Appraisal and Training Policy and record and lone working procedures. It is proposed that an Ad Hoc Advisory Group is set up to provide independent advice and scrutiny to these matters and will meet once a year as a minimum to review HR documents and procedures.

Members of the HR Advisory Group proposed

Carole Lewis

Vicky Boorman

Appendix B Current Committee Memberships and representations on external bodies.

Committees:

Finance Committee: Mr Cann, Mr Howe, Mrs Lewis, Mr Rawlins, Mr Stoves, Mr Robinson, Mrs Boorman.

Planning Committee: Mrs Diwell, Mrs Lewis, Mr Rawlins, Mrs Pearman, Mr Howe, Mr Stoves.

Parks & Recreation Committee: Mrs Boorman, Mr Howe, Mr Rawlins, Mrs Pearman and Mr Stoves.

Village Centre & Environment Committee: Mr Bidgood, Mrs Boorman, Mrs Diwell, Mr Howe, Mrs Pearman, Mr Rawlins, Mr Stoves.

External Bodies:

Sonning Common Magazine Committee: Mr Bidgood.

Sonning and District Welfare and Educational Trust: Mrs Diwell.

Chiltern Edge Community Association: Mrs Lewis.

Poor's Land Trust: Mr Rawlins; Mrs Diwell.

Scouts/Guides Hut Management Committee: Mr Howe.

Schools liaison: SC Primary - Vacant; MECE – Mr Cann.

Appendix C

SONNING COMMON PARISH COUNCIL Parish Clerk's Report to the meeting on 16th May 2022

This report is circulated to assist in the effective use of Councillors' time by informing Members of matters by type:

- A. Progress with tasks specifically assigned to the Clerk.
- B. Progress with tasks being overseen by Members.
- C. Matters affecting the day-to-day running of the Council's business.
- D. Information.

Key items in bold.

Summary	Status
A Freedom of Information Act 2008. Work continuing to ensure full compliance with publications scheme.	OPEN
A Transfer of Kidmore End Memorial Hall to SCPC. Hoping to formalise soon and bring to Council.	OPEN
A Asset register, Financial Risk Assessment, insurance being reviewed	OPEN
A Code of Conduct being reviewed	OPEN
B Jubilee celebration planning – Beacon and support to WI etc	OPEN
B Numerous grant applications being progressed.	OPEN
B Memorial Park –formal handover scheduled for June.	OPEN
B Village Centre & Environment Committee being supported.	OPEN
B Parks & Recreation Committee being supported.	OPEN
B Allotments. No vacant plots, three on waiting list.	OPEN
B Register of Interests – Individuals must maintain own information. Up to date as of 16/09/20 .	OPEN
B Community Emergency Plan being updated	OPEN
C Parish Office planning the post-opening management of Memorial Park.	OPEN
C Document standards. Work being done to standardise and index properly as part of developing an operational manual.	OPEN
D 33/35 Peppard Road – still no progress.	OPEN

Signed by
Philip Collings
Parish Clerk