

NOTICE OF MEETING

Full Council

7.45pm on Thursday 7 October 2021

To Councillors

Mrs Barnard, Dr Barnard, Mrs Collings, Ms Dulieu, Finch, Fitzwilliams, Mrs Gill,
Ms K Jones, M Jones, McCracken, Strudley, Ms Thorin and Mrs Wallen

You are summoned to attend a meeting of Warfield Parish Council on Thursday 7 October 2021 at 7.45pm.

The meeting will take place in the main hall at the Whitegrove Community Centre.

Any apologies for absence should be communicated to the Clerk ahead of the meeting. Members are advised to contact the Chairman of the Council of any concerns or omissions regarding the agenda and meeting bundle ahead of the meeting.



Jason Mawer

Clerk to the Council

The seven principles of public life

Selflessness | Integrity | Objectivity | Accountability | Openness | Honesty | Leadership

AGENDA

Meeting of Warfield Parish Council

7.45pm on Thursday 7 October 2021

Sound recording, photography, filming and use of social media at meetings that are held in public are permitted. Those wishing to record proceedings are however advised to contact the Parish Clerk for further information before the start of the meeting.

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001.	Chairman's welcome	
002.	Public participation (max duration 10 mins)	04
003.	Apologies for absence	
004.	Declarations of interest Members are asked to declare any disclosable interest or affected interest in respect of any matter to be considered at this meeting	05
005.	Minutes of the previous meeting To approve the minutes of the council meeting of Wednesday 8 September and for the minutes to be signed by the presiding chairman	06
006.	Matters arising from the previous meetings	09
007.	Finance & General Purposes Committee update To receive a report from the Finance & General Purposes Committee and note the financial report to the end of August 2021	10
008.	Planning & Transport Committee update To receive an update from the Planning & Transport Committee	
009.	Minutes of Committee meetings To note the minutes from committees	20
010.	Health, Safety & Welfare Policy to consider and approve the Health, Safety & Welfare Policy	26
011.	Parish Plan update	42
012.	Payments To note the payments approved	49
013.	Clerk's update To note the Clerks Report	50
014.	Representatives Reports To take appropriate reports from members	

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015.	Future agenda items and date of the next meeting To note future agenda items and that the next meeting of the council.	52
016.	Closure of the meeting	

PUBLIC PARTICIPATION

A period of up to 10 minutes is set aside at the start of the meeting for the public to make either a statement or ask questions of the council. This time will also include any written representations received by the Parish Clerk in advance of the meeting.

Each member of the public may speak for no more than five minutes, and they should direct their comments to the chairman of the meeting.

If the matter raised is not on the agenda for the meeting the council, it may be discussed at a future meeting of the council. If the matter is on the agenda, the council will consider the matter raised at that time.

A summary of the arrangements and rules regarding public participation can be found on the council website at www.warfieldparishcouncil.gov.uk

Members of the public are reminded this is not a public meeting and they may only speak with the authority of the chairman of the meeting, who will decide who to call. Any person who obstructs the transaction of business at a meeting or behave offensively or improperly will be asked by the chairman of the meeting to moderate or improve their conduct or they will be asked to leave the meeting.

Note to members:

The following statements are taken from the approved guide to Public Participation (June 2019)

- 3.6 Neither Councillors nor the Clerk should be put under pressure to respond immediately to comments made under public participation. Members of the public do not have a right to force items onto the council agenda nor to insist on how matters are recorded in the minutes.
- 3.7 A question raised by a member of the public during a public speaking session shall not require a response and there should be no debate or discussion between the Council and the public.

The Councils Standing Orders (May 2021) state:

- 3 h. A question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

DECLARATIONS OF INTEREST

Members are asked to ensure they make adequate representation of declarations of interest for matters on the agenda.

MINUTES OF THE COUNCIL MEETING

held on **Wednesday 8 September 2021** at **7.45pm** in the **Brownlow Hall**

Members present: Cllrs Dr Barnard, Mrs Barnard, Mrs Collings, Ms Dulieu, Fitzwilliams, Mrs Gill, Ms K Jones, M Jones, McCracken, Strudley and Mrs Wallen

Other attendees: Parish Clerk

001. Chairman's welcome

Cllr Dr Barnard welcomed members and the public to the meeting. Members observed a moments silence to remember the late Michael Sargeant a former borough and parish councillor in Warfield. The Chairman thanked all involved in supporting the local community through the pandemic.

002. Public Participation

No requests to participate were received.

003. Apologies for absence

Apologies for absence were received from Cllrs Finch and Ms Thorin.

004. Declarations of interest

Declarations of interest were received from:

Cllr Dr Barnard – Ward councillor, Bracknell Forest Council and Executive member for Children and young people.

005. Minutes of the previous meeting

The minutes of the meeting of 7 July 2021 were circulated to members ahead of the meeting. Cllr Strudley proposed the minutes be approved, and this was seconded by Cllr Ms Dulieu. The minutes were APPROVED by attending members.

006. Matters arising from the last meeting

The Clerk advised members that the Neighbourhood Plan examiner had raised further questions but had agreed to delay these until after a visit to the area in early September.

007. Finance & General Purposes Committee update

Cllr Strudley updated members on the most recent meeting of the Finance & General Purposes Committee meeting. The financial report to the end of July was circulated to members in advance of the meeting.

The Clerk explained the reasons for the reported debtors on the balance sheet and agreed to confirm the treatment with the Internal Auditor. An update was given on credit arising from the water account.

In answer to a question on income and expenditure for the allotments, the Clerk responded that the intention would be for the allotments to be cost neutral to the council in future. A review of the lessons learnt from the allotments would be taking place along with the development of a 'moving forward' plan.

Members noted the financial report to the end of July 2021.

Cllr Strudley introduced the report on flag flying to members, following discussion at the recent Finance & General Purposes meeting. Members were invited to make suggestions on other flags the council may choose to fly. Following discussions, Cllr Strudley proposed the council purchase and fly the Pride flag and NHS flag, subject to cost agreement, this was seconded by Cllr Mrs Gill. The motion was APPROVED on a vote of 7 to 3.

The Clerk would review costs and update the next meeting.

008. Planning & Transport Committee update

Cllr M Jones updated members on the recent meeting of the Planning & Transport Committee.

Members noted the objections of the council to the proposals of Redrow for 48 homes on the Warfield Garage site. An objection was also submitted regarding the proposed change of hours for deliveries to the Tesco Bracknell North store.

Members noted the report.

009. Minutes of Committee meetings

The minutes of the following committee meetings were noted by members:

Finance & General Purposes 22 June and 27 July 2021

Planning & Transport 20 July and 10 August 2021

010. Review of Standing Order 31

The Clerk circulated a report on Standing Order 31. This standing order permitted the council and its committees to meet virtually and make use of delegated decision making.

Two options were presented to members. Option 1 to allow the standing order to expire. Option 2 to extend the standing order to 11:59pm on 12 May 2022 in case its use was required again.

The standing order had a sunset clause that expired at 11:59pm on 8 September 2021.

Cllr Strudley proposed option 2 that Standing Order 31 be extended to 11:59pm on 12 May 2022 and this was seconded by Cllr M Jones and APPROVED by members present.

011. Appointment to the Staffing Committee

An amendment to the scheme of delegation to remove the chairman as an ex officio member of the staffing committee for the remainder of the year, along with the appointment of Cllrs Mrs Barnard, Ms Dulieu and Ms Thorin to the committee was proposed by Cllr McCracken and seconded by Cllr Mrs Gill and APPROVED by members present.

012. Policy Development Framework

The Policy Development Framework was circulated to members ahead of the meeting and had been reviewed and considered by the Finance & general Purposes Committee.

Cllr Dr Barnard proposed adopting the Policy Development Framework, seconded by Cllr McCracken, and APPROVED by members present.

Members asked the Clerk to bring the Policy Development Framework for review in Autumn 2022.

013. Platinum Jubilee Celebrations

The Clerk circulated a short paper on options for the platinum jubilee celebrations in 2022. Cllr Mrs Barnard proposed that the Amenities Committee should be the responsible committee, seconded by Cllr Strudley and APPROVED by members present.

014. Payments

A report on payments made since the last meeting was noted by members.

015. Clerks Update

The Clerk circulated a report to members. The report was noted.

Members agreed to authorise the Finance & General Purposes Committee to review and approved insurance arrangements for 2021-22.

016. Representative Reports

Cllr Mrs Gill thanked the local schools for their efforts during the pandemic.

Cllr Ms Dulieu asked about the allotment visit, this is to be arranged and if there was any updated on the Moss End SANG. The Clerk advised there was no update on the SANG or its proposed name.

Cllr McCracken had been in contact with the Public Protection Partnership over fly tipping and will continue to follow up on this.

Cllr Fitzwilliams mentioned that the bird recognition boards at Frost Folly were broken and that recent work on the verges along Watersplash Lane had been well done.

Cllr Mrs Collings advised members of an upcoming meeting to identify land for the planting of the 125 anniversary trees. Members were also advised that the Biodiversity Forum would be discussing the Green Infrastructure Strategy.

Cllr Ms K Jones advised of the damage to the community orchard at Larks Hill. The Clerk would bring this to the attention of the Parks & Countryside team.

Cllr M Jones asked about the diversion route for the closure of Forest Road at Newell Green. It was noted that this had to follow the approved road network.

Cllr Dr Barnard advised members that he had attended Armed Forces Day event in Sandhurst on behalf of the council. The chairman also advised members he would be looking to reach out to the Memorial Ground Trust and Warfield Fete Committee. Development work on the old Bentall's site and at Coopers Hill was continuing.

017. Date of the next meeting

The date of the next meeting is Thursday 7 October 2021

018. Closure of the meeting

The meeting closed at 9:17pm

MATTERS ARISING FROM THE PREVIOUS MEETING

Flag flying

The Chairman of the Council has advised the Clerk that he will not be drawing his allowance for the year. He has suggested that he would like the sum used instead to purchase the Pride and NHS flags for the council.

Insurance

Council delegated responsibility to the Finance & General Purposes to consider the renewal of the council's insurance for 2021-22. Members considered the matter at their meeting of 28 September and reviewed the proposals of the council's broker. Members agreed to enter a long-term agreement (3 years) with Hiscox, a leading provider of insurance, after comparison of the policy terms and premium with Pen Underwriting (Axa). The premium for the year is £4,287.58 and the policy was renewed effective 1 October 2021.

FINANCIAL UPDATE TO THE END OF AUGUST 2021

1.0 Purpose

1.1 This report contains the financial report to the end of August 2021. It contains the usual financial data with the appropriate commentary. The report contains the financial report and balance sheet.

2.0 Key points summary

- Adjustments to reserves made
- Costs to date in line with budget forecasts

3.0 Balance Sheet

3.1 The balance sheet shows the position to 31 August 2021.

3.2 The debtor's position is included in section 5 of this report. The exceptional prepayment position in July was resolved through the issuing of an invoice at the end of August. While this has resolved the initial issue, what it has done is added debt earlier than expected by the early issue of an invoice not due until mid-October. The Clerk has spoken with Internal Auditor, who has confirmed that the payment on the account was processed correctly through the finance system. The circumstances arising from the payment on account were abnormal and an alternative approach of handling this payment as a prepayment in future is an option. However, this method of handling a payment on account would create its own issues, potentially with greater consequence than a monthly reporting issue. The prepayment option is used at year end for payments on account and would be considered if an account credit would lead to an exceptional reporting position again.

3.3 The creditors sum of £988 remains on the account as it is owed to us by Castle Water for a refund of water charges for the Brownlow Hall. Castle Water issued a revised bill in September, and this will be reflected in the September accounts.

4.0 Financial Report

4.1 The following notes relate to items of information on the financial report

Code	Description	explanation
130 4900	Other costs	These costs relate to IT licences (Zoom), and this will be moved to the correct code
150 4300	Neighbourhood plan costs	The EMR will balance this account at year end
600 4015	Water & sewerage	Revised billing being issued, overpayment refunded.

600 4040	Contract cleaning	Costs are higher due to COVID test centre provision and the temporary loss of caretaker
710 4250	Responsive maintenance	Costs related to removal of old equipment

- 4.2 In the next report an identification of accounts with predicted underspends and overspends will be made, along with the virements between accounts where required.
- 4.3 The council should be protected from the worst increases in wholesale energy prices. Renewal of contracts took place earlier in the year, albeit at a higher rate than in previous years. However, the renewal should ensure the rises coming into effect now should not affect provision. The council's energy costs are driven by heating over the winter period. The Clerk will keep costs and arrangements for heating under review. The heating of buildings, where ventilation is recommended to fight COVID will be a challenge in the coming months and the Clerk will talk to hirers about how to make this work.
- 4.4 The insurance renewal premium for 2021-22, although increased on last year, will be within the budget set.

5.0 Debt update

- 5.1 The debt profile as of 31 August 2021 is:

Historic debt	Outstanding invoices
2018	£240
2019	£322
2020	£301
Total	£863
Plus, Current Debt	
	Outstanding invoices
More than 30 days	£135
Due by 30 September	£3,935
Total	£5,570
Less Accounts in credit	
Value of accounts in credit	£200
Invoice issued in advance	£3,000
Reported balance sheet debt position	£3,233

6.0 Recommendation

Members are asked to note the financial report

Balance Sheet as at 31 August 2021

31st March 2021

31 March 2022

31st March 2021		31 March 2022	
Current Assets			
6,692	Debtors	3,233	
14,244	VAT Control Account	4,135	
2,463	Prepayments	0	
28,385	Lloyds Current Account	29,404	
80,707	Lloyds Instant Access Deposit	80,712	
403,752	Lloyds 32 Day Deposit	393,802	
250,502	CCLA Deposit	250,535	
50	Caretaker's Float	50	
100,067	Nationwide 35 Day Saver	215,216	
0	Creditors	988	
886,862			978,075
886,862	Total Assets		978,075
Current Liabilities			
11,469	Accruals	11,469	
11,469			11,469
875,393	Total Assets Less Current Liabilities		966,606
Represented By			
62,278	General Reserves		78,491
759,431	Reserves - CIL		834,431
2,500	Reserves - Elections		2,500
4,350	Reserves - Neighbourhood Plan		4,350
3,000	Reserves - Whitegrove CC		3,000
20,000	Reserves - Brownlow Hall - lea		20,000
23,834	Reserves - Frost Folly upkeep		23,834
875,393			966,606

The above statement represents fairly the financial position of the authority as at 31 August 2021 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Council Administration</u>						
<u>100 Parish Council Income</u>						
1076 Precept	110,904	221,808	110,904			50.0%
1090 Interest received	238	400	162			59.5%
Parish Council Income :- Income	<u>111,142</u>	<u>222,208</u>	<u>111,066</u>			<u>50.0%</u>
Net Income	<u>111,142</u>	<u>222,208</u>	<u>111,066</u>			
<u>110 Office costs</u>						
4000 Rent	5,875	23,500	17,625		17,625	25.0%
4010 Energy costs	340	1,400	1,060		1,060	24.3%
4025 Telephone & broadband	355	830	475		475	42.8%
4030 Postage	0	20	20		20	0.0%
4035 Stationery	212	650	438		438	32.6%
4036 Office printing	250	800	550		550	31.2%
4040 Contract cleaning	160	768	608		608	20.8%
4042 Window cleaning	60	245	185		185	24.5%
4045 Cleaning materials	9	100	91		91	8.7%
4050 Waste collection	43	184	142		142	23.1%
4060 Insurance	1,284	2,480	1,196		1,196	51.8%
4135 Data Protection	0	300	300		300	0.0%
4250 Responsive maintenance	5	500	495		495	1.0%
4254 Inspections	0	250	250		250	0.0%
4900 Other costs	82	800	718		718	10.2%
4999 COVID-19 cost	228	0	(228)		(228)	0.0%
Office costs :- Indirect Expenditure	<u>8,902</u>	<u>32,827</u>	<u>23,925</u>	<u>0</u>	<u>23,925</u>	<u>27.1%</u>
Net Expenditure	<u>(8,902)</u>	<u>(32,827)</u>	<u>(23,925)</u>			
<u>120 Administration</u>						
4080 Audit fees	940	2,500	1,560		1,560	37.6%
4090 Memberships	0	2,000	2,000		2,000	0.0%
4105 Website	275	750	475		475	36.7%
4110 IT hardware	272	0	(272)		(272)	0.0%
4115 IT software	111	250	139		139	44.4%
4120 Training	200	1,500	1,300		1,300	13.3%
4125 IT licences	671	1,800	1,129		1,129	37.3%
4130 RBS licences	0	1,449	1,449		1,449	0.0%
Administration :- Indirect Expenditure	<u>2,470</u>	<u>10,249</u>	<u>7,779</u>	<u>0</u>	<u>7,779</u>	<u>24.1%</u>
Net Expenditure	<u>(2,470)</u>	<u>(10,249)</u>	<u>(7,779)</u>			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>130 Democratic Services</u>						
4380 Chairman's allowance	0	300	300		300	0.0%
4390 Flag & flagpole	138	0	(138)		(138)	0.0%
4900 Other costs	240	0	(240)		(240)	0.0%
Democratic Services :- Indirect Expenditure	378	300	(78)	0	(78)	125.9%
Net Expenditure	(378)	(300)	78			
<u>140 Wages & Salaries</u>						
4350 Salaries	29,554	72,620	43,066		43,066	40.7%
4355 Pension contributions	3,573	9,212	5,639		5,639	38.8%
4360 National Insurance cont.	2,330	5,082	2,752		2,752	45.9%
4365 Expenses	0	200	200		200	0.0%
4370 Payroll operating cost	65	150	85		85	43.3%
Wages & Salaries :- Indirect Expenditure	35,522	87,264	51,742	0	51,742	40.7%
Net Expenditure	(35,522)	(87,264)	(51,742)			
Council Administration :- Income	111,142	222,208	111,066			50.0%
Expenditure	47,271	130,640	83,369	0	83,369	36.2%
Movement to/(from) Gen Reserve	63,871					
<u>Regular commitments</u>						
<u>150 Parish Commitments</u>						
4200 Jealotts Hill Comm Lshare	8,800	8,800	0		0	100.0%
4210 BFC Loan repayment	0	8,191	8,191		8,191	0.0%
4225 Youth provision	0	2,500	2,500		2,500	0.0%
4300 Neighbourhood plan costs	3,025	1,000	(2,025)		(2,025)	302.5%
Parish Commitments :- Indirect Expenditure	11,825	20,491	8,666	0	8,666	57.7%
Net Expenditure	(11,825)	(20,491)	(8,666)			
<u>160 BFC Partnership Expenditure</u>						
4320 RoW management contribution	0	2,290	2,290		2,290	0.0%
4325 Lily Hill Park contribution	0	5,550	5,550		5,550	0.0%
BFC Partnership Expenditure :- Indirect Expenditure	0	7,840	7,840	0	7,840	0.0%
Net Expenditure	0	(7,840)	(7,840)			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>180 Grants</u>						
4400 Section 137 grants awarded	14,543	14,543	0		0	100.0%
4405 Warfield Memorial Ground	8,000	8,000	0		0	100.0%
4415 Keep Mobile Comm. Transport	1,449	1,449	0		0	100.0%
4420 South Hill Park	500	500	0		0	100.0%
Grants :- Indirect Expenditure	<u>24,492</u>	<u>24,492</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>
Net Expenditure	<u>(24,492)</u>	<u>(24,492)</u>	<u>0</u>			
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Regular commitments :- Income	0	0	0			0.0%
Expenditure	36,317	52,823	16,506	0	16,506	68.8%
Movement to/(from) Gen Reserve	<u>(36,317)</u>					
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<u>Planned expenditure</u>						
<u>170 Planned Expenditure</u>						
1120 Sales	(200)	500	700			(40.0%)
Planned Expenditure :- Income	<u>(200)</u>	<u>500</u>	<u>700</u>			<u>(40.0%)</u>
4095 The Wren - publication	267	1,450	1,183		1,183	18.4%
4096 The Wren - delivery	647	2,450	1,803		1,803	26.4%
4100 Other communications	122	700	578		578	17.5%
4215 Planning assistance costs	2,205	2,200	(5)		(5)	100.2%
4216 Speed awareness	0	200	200		200	0.0%
4220 Climate change provision	0	3,000	3,000		3,000	0.0%
Planned Expenditure :- Indirect Expenditure	<u>3,241</u>	<u>10,000</u>	<u>6,759</u>	<u>0</u>	<u>6,759</u>	<u>32.4%</u>
Net Income over Expenditure	<u>(3,441)</u>	<u>(9,500)</u>	<u>(6,059)</u>			
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Planned expenditure :- Income	(200)	500	700			(40.0%)
Expenditure	3,241	10,000	6,759	0	6,759	32.4%
Movement to/(from) Gen Reserve	<u>(3,441)</u>					
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<u>Amenities & Environment</u>						
<u>600 Brownlow Hall</u>						
1400 Hire - Regular	4,514	18,000	13,486			25.1%
1410 Hire - Casual	0	4,000	4,000			0.0%
1430 The Cottage rent	4,078	11,000	6,923			37.1%
1440 Sub Station rent	0	500	500			0.0%
Brownlow Hall :- Income	<u>8,592</u>	<u>33,500</u>	<u>24,908</u>			<u>25.6%</u>

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4000 Rent	7,750	16,500	8,750		8,750	47.0%
4010 Energy costs	2,159	7,000	4,841		4,841	30.8%
4015 Water & sewerage	(240)	1,200	1,440		1,440	(20.0%)
4025 Telephone & broadband	123	386	263		263	31.8%
4040 Contract cleaning	2,060	4,200	2,140		2,140	49.0%
4042 Window cleaning	180	744	564		564	24.2%
4045 Cleaning materials	44	500	456		456	8.8%
4050 Waste collection	579	1,200	621		621	48.2%
4060 Insurance	536	875	339		339	61.2%
4250 Responsive maintenance	735	3,500	2,765		2,765	21.0%
4252 Planned maintenance	261	1,500	1,240		1,240	17.4%
4254 Inspections	0	1,050	1,050		1,050	0.0%
4260 Equipment purchase	65	0	(65)		(65)	0.0%
4620 Music licences	474	800	326		326	59.2%
4650 Tree & hedge maintenance	0	1,122	1,122		1,122	0.0%
4655 Hanging baskets	342	330	(12)		(12)	103.6%
4670 Caretaker payroll	1,774	5,850	4,076		4,076	30.3%
4999 COVID-19 cost	2	0	(2)		(2)	0.0%
Brownlow Hall :- Indirect Expenditure	16,843	46,757	29,914	0	29,914	36.0%
Net Income over Expenditure	(8,251)	(13,257)	(5,006)			
610 Whitegrove Community Centre						
1400 Hire - Regular	6,928	21,000	14,073			33.0%
1410 Hire - Casual	250	0	(250)			0.0%
Whitegrove Community Centre :- Income	7,178	21,000	13,823			34.2%
4000 Rent	200	200	0		0	100.0%
4010 Energy costs	0	3,200	3,200		3,200	0.0%
4025 Telephone & broadband	156	500	344		344	31.2%
4040 Contract cleaning	1,975	4,600	2,625		2,625	42.9%
4042 Window cleaning	180	744	564		564	24.2%
4045 Cleaning materials	80	500	420		420	16.0%
4050 Waste collection	591	1,200	609		609	49.2%
4060 Insurance	322	1,224	902		902	26.3%
4250 Responsive maintenance	431	1,850	1,419		1,419	23.3%
4252 Planned maintenance	260	714	454		454	36.5%
4254 Inspections	0	750	750		750	0.0%
4260 Equipment purchase	11	0	(11)		(11)	0.0%
4600 Building improvements	0	0	0	13,500	(13,500)	0.0%
4620 Music licences	0	437	437		437	0.0%

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4650 Tree & hedge maintenance	0	306	306		306	0.0%
4670 Caretaker payroll	1,774	5,850	4,076		4,076	30.3%
4999 COVID-19 cost	2	0	(2)		(2)	0.0%
Whitegrove Community Centre :- Indirect Expenditure	<u>5,981</u>	<u>22,075</u>	<u>16,094</u>	<u>13,500</u>	<u>2,594</u>	<u>88.3%</u>
Net Income over Expenditure	<u>1,196</u>	<u>(1,075)</u>	<u>(2,271)</u>			
<u>700 Memorial Ground Play Area</u>						
4000 Rent	1	1	0		0	100.0%
4250 Responsive maintenance	0	500	500		500	0.0%
4254 Inspections	300	1,226	926		926	24.5%
Memorial Ground Play Area :- Indirect Expenditure	<u>301</u>	<u>1,727</u>	<u>1,426</u>	<u>0</u>	<u>1,426</u>	<u>17.4%</u>
Net Expenditure	<u>(301)</u>	<u>(1,727)</u>	<u>(1,426)</u>			
<u>710 Brownlow Hall Play Area</u>						
4250 Responsive maintenance	600	0	(600)		(600)	0.0%
4254 Inspections	119	0	(119)		(119)	0.0%
Brownlow Hall Play Area :- Indirect Expenditure	<u>719</u>	<u>0</u>	<u>(719)</u>	<u>0</u>	<u>(719)</u>	
Net Expenditure	<u>(719)</u>	<u>0</u>	<u>719</u>			
<u>720 Quelm Allotments</u>						
1420 Allotment rent	2,481	2,461	(20)			100.8%
1425 Allotment locker charge	12	0	(12)			0.0%
Quelm Allotments :- Income	<u>2,493</u>	<u>2,461</u>	<u>(32)</u>			<u>101.3%</u>
4015 Water & sewerage	0	600	600		600	0.0%
4050 Waste collection	680	460	(220)		(220)	147.8%
4060 Insurance	322	437	115		115	73.6%
4250 Responsive maintenance	0	100	100		100	0.0%
4805 Allotment - delivery costs	533	1,500	967		967	35.6%
4810 Allotment - management costs	60	100	40		40	60.0%
Quelm Allotments :- Indirect Expenditure	<u>1,595</u>	<u>3,197</u>	<u>1,602</u>	<u>0</u>	<u>1,602</u>	<u>49.9%</u>
Net Income over Expenditure	<u>898</u>	<u>(736)</u>	<u>(1,634)</u>			
<u>730 Frost Folly</u>						
4250 Responsive maintenance	23	500	477		477	4.5%
4252 Planned maintenance	0	2,000	2,000		2,000	0.0%
4650 Tree & hedge maintenance	0	300	300		300	0.0%
Frost Folly :- Indirect Expenditure	<u>23</u>	<u>2,800</u>	<u>2,777</u>	<u>0</u>	<u>2,777</u>	<u>0.8%</u>
Net Expenditure	<u>(23)</u>	<u>(2,800)</u>	<u>(2,777)</u>			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>790 Events</u>						
4591 Parish calendar income	0	500	500			0.0%
Events :- Income	<u>0</u>	<u>500</u>	<u>500</u>			<u>0.0%</u>
4570 Arts Week	700	3,250	2,550		2,550	21.5%
4580 Summer of Fun event	0	4,000	4,000		4,000	0.0%
4585 Christmas tree	0	1,200	1,200		1,200	0.0%
4590 Warfield 125 activity	0	1,200	1,200		1,200	0.0%
4592 Parish calendar costs	0	500	500		500	0.0%
Events :- Indirect Expenditure	<u>700</u>	<u>10,150</u>	<u>9,450</u>	<u>0</u>	<u>9,450</u>	<u>6.9%</u>
Net Income over Expenditure	<u>(700)</u>	<u>(9,650)</u>	<u>(8,950)</u>			
Amenities & Environment :- Income	18,262	57,461	39,199			31.8%
Expenditure	26,162	86,706	60,544	13,500	47,044	45.7%
Movement to/(from) Gen Reserve	<u>(7,900)</u>					
Grand Totals:- Income	129,204	280,169	150,965			46.1%
Expenditure	112,991	280,169	167,178	13,500	153,678	45.1%
Net Income over Expenditure	<u>16,213</u>	<u>0</u>	<u>(16,213)</u>			
Movement to/(from) Gen Reserve	<u>16,213</u>					

MINUTES OF COMMITTEE MEETINGS

The minutes of the following committee meetings are included on the following pages:

Finance & General Purposes 24 August 2021

Planning & Transport 31 August 2021

MINUTES OF THE ADVISORY FINANCE & GENERAL PURPOSES COMMITTEE

held **virtually** on **Tuesday 24 August 2021** at **7.45pm**

Present: Councillors Ms Dulieu, Mrs Gill and Strudley (Chair)

In attendance: The Parish Clerk

001. Apologies for absence

Apologies were received from Cllr Mrs Barnard, Finch and McCracken

002. Declarations of interest

No declarations of interest

003. Minutes of the previous meeting

The minutes of the meeting of 27 July 2021 were circulated to members in advance of the meeting. Approval of the minutes was proposed by Cllr Ms Dulieu and seconded by Cllr Mrs Gill and the minutes were **APPROVED** by members present.

004. Matters arising from the previous meeting

Following conversations with members the Clerk would include the potential asset transfer proposals into the medium-term financial plan. This raised the question of which committee would be responsible for asset transfers. The Clerk expressed the view that the nature of the assets would fall within the remit if the Amenities Committee, but with oversight of Finance & General Purposes. The Clerk would draft terms to cover the eventuality.

The Clerk circulated a paper on flag flying. It was suggested the paper and other examples of appropriate flag flying should be included on the next council agenda.

005. Financial Report

The Clerk circulated the financial report to the end of July 2021 to members.

The Clerk provided an update on the debt figures and on general lettings.

The report was noted.

006. Insurance 2021-22

The matter was deferred as the proposals for 2021-22 had not been received in time for the meeting.

007. Amendments to the Staffing Committee arrangements

The Clerk circulated to members a draft of the revision to the terms of reference until the annual meeting in May 2022.

Cllr Ms Dulieu proposed the following amendment to the scheme of delegation be recommended to full council:

Section 8.1 The Staffing committee will be a standalone committee of the council. It can respond to the needs and requirements of the full council and its committees. The committee shall comprise of four members. These shall be the ~~chairman of the council~~, the chairman of the Finance & General Purposes committee and ~~two~~ ~~three~~ other members, who should not be committee chairs and at least one, who is not a member of the Finance & General Purposes Committee.

The proposal was seconded by Cllr Mrs Gill and **APPROVED** by members present.

008. Communications Working Group

The committee considered the appointment of a new chair of the Communications Working Group.

It was proposed by Cllr Mrs Gill that Cllr Mrs Wallen should be appointed. This was seconded by Cllr Ms Dulieu and **APPROVED** by members present.

009. Grant applications 2022-23

The Clerk circulated to members the arrangement for grant applications ahead of the meeting.

Members noted that the arrangements were unchanged from last year. The paper included the process and timescale for applicants and the review process that would follow.

Members noted the report.

010. Responsible Financial Officers Report

The Clerk would follow up on the missing payment report in the council minutes.

The advertisement of the Handy person/caretaker role would be live from 25 August 2021

011. Future agenda items and date of the next meeting

Items for future agenda items were circulated to members. The date of the next meeting was agreed as Tuesday 28 September at 7.45pm.

012. Closure of the meeting

The meeting closed at 8.17pm.

MINUTES OF THE ADVISORY FINANCE & GENERAL PURPOSES COMMITTEE

held **virtually** on **Tuesday 31 August 2021**

Members present: Cllrs Ms Dulieu, Ms Thorin and Mrs Wallen

Other attendees: Parish Clerk

Cllr Ms Dulieu acted as chair in the absence of Cllr M Jones

001. Apologies for absence

Cllr Fitzwilliams and M Jones

002. Declarations of Interest

No declarations of interest were made.

003. Minutes of the previous meetings

The minutes of 10 August 2021 were proposed by Cllr Ms Dulieu, seconded by Cllr Ms Thorin.

004. Matters arising

The Clerk was continuing to investigate the responsible party for the flooding at the junction of Wellers Lane and Westhatch Lane.

Members discussed the non-response to the Lily Hill Park proposals. This would be reviewed by the Clerk.

005. Correspondence and items for information

BFC confirmed TPO 1352 on land at the front of 55 Walsh Avenue, Warfield from 27 August 2021.

The Clerk provided members with an update on the Warfield Neighbourhood Plan. The Examiner had asked a series of questions, but it was agreed that the council would not answer these until after the examination visit in early September.

The Clerk reminded members that the approval of application **21/00739/PAD** Land south of Forest Road and east of Crozier Lane, Newell Green was for agricultural maintenance, so if it was observed for any other use a report would be made to Planning Enforcement.

The Clerk had reviewed the revised application **20/00802/OUT** Home Farm, Forest Road, Warfield, and the only amendment was the addition of a convenience store. The Clerk would write to the planners to confirm their existing comments and object to the convenience store on the basis of the additional traffic this would generate.

006. Public participation

There were no requests for participation by the public.

007. Planning & tree applications (BFC lists 32/21, 33/21 and 34/21)

Planning List BFC 32/21

21/00653/FUL 54a Wellingtonias, Warfield Park, Bracknell, Berkshire RG42 3RL

Erection of a detached single garage and car port.

Considered no objection

21/00683/FUL 95 Horatio Avenue, Warfield, Bracknell, Berkshire RG42 3TJ

Erection of car port.

Observation made

Tree Officer recommended to establish root protection area.

21/00190/TRTPO 7 Oxfordshire Place, Warfield, Bracknell, Berkshire RG42 3QA

TPO 424 – Application to prune 2 trees.

Observation made

Leave to Tree Officer

Planning List BFC 33/21

21/00746/FUL Tesco Stores Ltd 17 County Lane, Warfield, Bracknell RG42 3JP

Section 73 application to vary condition 3 (restriction on delivery times between 0300 to 2400 hours) of planning permission 11/00248/FUL to allow deliveries to Tesco store between the hours of 0300 to 2400 hours.

Recommended refusal

The existing condition should be retained as it is in place for the protection and wellbeing of neighbouring properties.

Planning List BFC 34/21

21/00199/TRTPO 8 Anthony Wall, Warfield, Bracknell, RG42 3UL

TPO 393 – Application to prune 2 trees.

Recommended refusal

The works appear excessive

21/00200/TRTPO 8 Oxfordshire Place, Warfield, Bracknell, Berkshire RG42 3QA

TPO 424 – Application to prune 1 tree.

Observation made

Leave to Tree Officer

008. Planning determinations

The following determinations were advised since the last meeting by Bracknell Forest Council.

21/00298/FUL 26 Bedfordshire Down, Warfield, Bracknell, Berkshire RG42 3UA

Part garage conversion to form a larger kitchen and store to front.

Approval by Delegated Decision

21/00111/TRTPO 7 Oxfordshire Place, Warfield, Bracknell, Berkshire RG42 3QA

TPO 424 – Application to prune 1 tree and fell 1 tree.

Refusal by Delegated Decision

21/00590/FUL 7 Norman Keep, Warfield, Bracknell, Berkshire RG42 7UY

Proposed erection of rear conservatory.

Approval by Delegated Decision

19/00327/FUL Land at south west of Abbey Place, Abbey Place, Warfield, Bracknell, Berkshire

Erection of 9 dwellings with associated access, parking, and landscaping.

Approved & Legal Agreement signed by Delegated Decision

21/00069/TRTPO Nuptown Piggeries, Hawthorn Lane, Warfield, Bracknell

TPO 657a and TPO 1330 – Application to prune 7 trees and fell 1 tree.

Part Approval, Part Refusal by Delegated Decision

21/00520/FUL 9 Shropshire Gardens, Warfield, Bracknell, Berkshire RG42 3XP

Proposed part two storey, part single storey rear extension, single storey front extension and addition of canopy to front elevation.

Approval by Delegated Decision

21/0000521/A Land south of Forest Road and east of Crozier Lane, Newell Green, Warfield, Bracknell, Berkshire

Display of 1x non-illuminated stack sign.

Grant with Extra Conditions (adverts) by Delegated Decision

21/00607/FUL 26 Greystock Road, Warfield, Bracknell, Berkshire, RG42 2FB

Conversion of existing garage to provide habitable accommodation and erection of single – storey rear extension.

Approval by Delegated Decision

21/00739/PAD Land south of Forest Road and east of Crozier Lane, Newell Green Warfield, Bracknell, Berkshire

Prior approval application for agricultural track to provide access for vehicles associated with agricultural maintenance of the land.

Not Required by Delegated Decision

21/00768/FUL The Three Legged Cross, Forest Road, Newell Green, Warfield, Bracknell, Berkshire

Erection of 2 outbuildings (retrospective).

Unconditional Approval by Delegated Decision

21/00352/FUL Nuptown Piggeries Hawthorn Lane, Warfield, Bracknell, Berkshire

Section 73 application for the variation of condition 15 (external lighting) to planning permission 19/00930/FUL for the erection of 3x detached dwelling houses including driveways and garages and landscaping following removal of 7x existing buildings and hardstanding at the site. For clarification this application seeks approval for limited external lighting.

Approval by Committee Decision

21/00175/TRTPO 4 Oxfordshire Place, Warfield, Bracknell, Berkshire RG42 3QA

TPO 424 – Application to prune 2 trees.

Approval by Delegated Decision

21/00181/TRTPO Quelm Lane, Newport Drive, Warfield, Bracknell, Berkshire

TPO 89 – Application to fell 1 tree and prune 2 trees.

Approval by Delegated Decision

009. Planning appeals

None to report

010. Ongoing issues

a. CIL and S106 contributions

No update.

b. Current and potential enforcement cases

There was no update to report.

011. Representative reports

There were no representative reports made.

012. Date of next meeting

The date for the next meeting is on Tuesday 21 September 2021.

013. Closure of the meeting

There being no further business the meeting closed at 8:26pm.

HEALTH, SAFETY & WELFARE POLICY

1.0 Purpose

- 1.1 This paper accompanies the attached Health, Safety and Welfare Policy. This is a new policy replacing the existing Health & Safety Policy.
- 1.2 The policy has been reviewed by the Finance & General Purposes Committee and is recommend for approval by council.

2.0 Impact assessment

Policy: **Health, Safety & Welfare**

Name of Responsible committee: **Finance & General Purposes**

Name of Lead officer: **Jason Mawer, Parish Clerk**

Responsible committee chair: **Cllr Grant Strudley, Chair, Finance & General Purposes**

Previous policy version (if applicable) **N/A there is no carryover from last policy**

Impact Assessment		
	Requirement	Comment
Equalities	<i>A simple equalities impact assessment has been carried out</i>	There is no impact through this policy. Procedural arrangements will take these into account.
Financial	<i>Cost and resource implications are fully understood, and budgets identified</i>	Elements of the policy are already met from existing budgets. Any specific requirements will be identified and budgeted accordingly.
Parish Plan	<i>Does the policy relate to the Parish Plan</i>	Not applicable
Risk	<i>Any risks to the organisation are fully understood and agreed</i>	The policy sets out the arrangements the council will follow which will reduce the risk to individuals and the organisation.
Service Delivery	<i>Implications for service delivery are fully understood and agreed.</i>	The policy should ensure that service delivery is performed safely. There are no other implications.

Staffing	<i>Implications for staff are fully understood and agreed.</i>	Staff will be expected to assist with the delivery of the policy and to follow applicable aspects.
Environment & Sustainability	<i>Impact on the environment (e.g. carbon emissions; travel) is understood and agreed.</i>	Not applicable
Consultation	<i>Where applicable, there has been consultation with those affected by the policy, including those with responsibility for implementation.</i>	The policy was developed by the Parish Clerk and reviewed by the Finance & General Purposes Committee.

3.0 Policy background

- 3.1 The existing Health & Safety Policy required updating to take account of staff welfare and to ensure it provide sufficient cover for activities and responsibilities, including the council's facilities. A section has been included to cover infection prevention and control, following the COVID-19 pandemic.
- 3.2 The policy covers the key statutory requirements of health and safety legislation. It also sets out the roles and responsibilities.

4.0 Recommendation

Members are asked to review the policy.

Members are recommended to APPROVE the policy as presented.

Health, Safety and Welfare Policy

1.0 Introduction

1.1 This Policy provides a business framework for the implementation and development of an effective health & safety management system for Warfield Parish Council that facilitates a high standard of employee care and wellbeing together with compliance to the Health & Safety at Work etc. Act 1974 and other legislation. It has an overriding purpose to reduce, as far as reasonably practicable, the risk of injuries, ill health, and other losses. This applies to the employees of the parish council, elected members, the public and other organisations that may be affected by our actions.

2.0 Purpose

- To promote a positive health, safety, and welfare culture throughout the organisation
- To provide adequate control of the health and safety risks arising from our work activities as far as reasonably practicable
- To consult with our employees on matters affecting their health and safety
- To promote clear channels of communication for health, safety, and welfare between all services
- To provide information, instruction, and supervision for employees
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances (COSHH)
- To ensure all employees are competent to do their tasks and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To initiate continuous improvement of Health and Safety through regular reviews and auditing both internally and externally
- To make Health and Safety integral to all business processes, planning and decisions

3.0 General statement

3.1 The health and safety of the council's employees is of paramount importance. We aim to provide and maintain safe and healthy working conditions, equipment, and systems of work for all our employees and to provide them with the necessary information, instruction, and training to achieve this aim.

- 3.2 Appropriate preventive and protective measures are and will continue to be, implemented following the identification of work-related hazards and assessment of the risks associated with them.
- 3.3 We recognise the importance of employer/employee consultation on matters of health and safety and the value of individual consultation prior to allocating specific health and safety functions.
- 3.4 We also accept our responsibility for the health and safety of other persons who may be affected by our activities.
- 3.5 The allocation of duties for safety matters, the identity of competent persons appointed with specific responsibilities and the arrangements made to implement this policy are set out in this policy and in associated risk assessments and safety documents and records.
- 3.6 Expert advice will be sought as necessary when determining health and safety risks and the measures required to guard against them.
- 3.7 The objectives of this policy statement can only be achieved through the support and co-operation of employees and all other persons who use our premises, e.g., members of the public (hirers, customers, users), councillors, contractors, and visitors.
- 3.8 The contents of this policy statement are informed by statutory guidance and good practice issued by the Health & Safety Executive (HSE) or industry recognised bodies.
- 3.9 The Policy will be reviewed for its effectiveness on an annual basis with a formal review undertaken every three years.

4.0 Roles and Responsibilities

- 4.1 Full Council has the overall responsibility for the parish council's health, safety, and welfare policy, who review and consider this policy at the agreed intervals. The Finance & General Purposes committee will have general oversight of the Policy, make recommended amendments to full council, and consider the health, safety and welfare systems, processes, procedures, risk assessments or similar as required to ensure the council undertakes its responsibilities in accordance with the law.
- 4.2 The responsibility for ensuring the application of this policy is delegated to the Parish Clerk.
- 4.3 All employees are expected to:
- Co-operate with the Parish Clerk on all health, safety, and welfare matters
 - Actively consider their safety and the safety of others and help the council develop and maintain a good safety culture with a low level of risk. All employees are encouraged to make suggestions to improve health, safety, and welfare in their workplace
 - Correctly use work items, including personal protective equipment as instructed
 - Not misuse or interfere with anything provided in the interests of health and safety

- Read all relevant risk assessments and comply with the control measures
- Report all accidents, incidents, near misses and dangerous occurrences, whether there is injury/damage or not, and complete a form provided for the purpose
- Promptly report foreseeable hazards (or situations considered to be potentially hazardous)
- Report all property and equipment defects
- Use any machinery, equipment, substance, transport, or safety device provided in accordance with training and instructions, in compliance with regulations
- Inform the Parish Clerk of any work situation or shortcomings in protective arrangements which he/she considers represents a significant risk to health, safety or welfare, or a risk to other persons (i.e., contractors, visitors, customers, the public and members) and
- Take reasonable care of their own health and safety.

MANAGING HEALTH AND SAFETY

5.0 Accidents

Health and Safety at Work etc Act 1974

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

5.1 Reporting and Recording Accidents

There is a legal duty placed upon the Council to report and record all accidents at work.

5.2 Details of all accidents involving employees or members of the public shall be recorded on an Accident Report Form and submitted to the Parish Clerk.

5.3 Individual employees are responsible for reporting accidents and potential accidents/near misses that occur at work on the mandatory Accident Report Form, which is available from the Parish Office.

5.4 The Parish Clerk will record all accidents/near misses in an Accident Book and will be responsible for reporting 'Lost Time' accidents. All accidents and cases of ill health due to an accident at work are to be recorded in the accident book.

5.5 The Parish Clerk will ensure that accidents and work-related causes of sickness absences are investigated and that the causes are analysed to assist in formulating preventative measures and will report to the Finance & General Purposes Committee.

5.6 The Parish Clerk is responsible, where required by law, for reporting accidents, diseases, and dangerous occurrences to the enforcing authority.

6.0 Employee Consultation

Health and Safety (Consultation with Employees) Regulations 1996 Safety Representatives and Safety Committees Regulations 1977

6.1 Consultation with employees will be undertaken at:

- Team Meetings; and
- One to one meetings with individual staff members

7.0 Fire & Evacuation Procedures

Dangerous Substances and Explosive Atmospheres Regulations 2002

Regulatory Reform (Fire Safety) Order 2015

7.1 UK fire regulations require a fire risk assessment for all workplaces. The Parish Clerk is responsible for ensuring a fire risk assessment is undertaken and implemented, including appropriate provision of fire exits, signs, alarms, and extinguishers.

7.2 Fire evacuation procedures are to be provided at each place of work / public building.

8.0 First Aid

The Health and Safety (First Aid) Regulations 1981

8.1 First aid means treating minor injuries at work and giving immediate attention to more serious casualties until medical help is available. Through this initial management of injury or illness suffered at work, lives can be saved, and minor injuries prevented from beginning major ones.

8.2 First aid equipment is readily accessible at each premises and is kept stocked, clean and ready for use. Defibrillators are installed at the Brownlow Hall and Whitegrove Community Centre.

8.3 As a small, low-risk workplace the council has not identified the need for an employee with specific first aid training. An employee will be specifically tasked with ensuring the stocking of first aid kits and a person appointed to take charge of first-aid arrangements such as calling the emergency service. These appointed person does not need specific first-aid training. For events, an appropriate assessment will be made and appropriate first aid arrangements will be made.

9.0 Contractors & Visitors

9.1 Fire & Evacuation Procedures

9.1.1 Fire action notices are positioned around all the council's premises to inform visitors of the action to be taken in an emergency.

9.2 Contractors

9.2.1 Contractors shall, always, comply with the requirements of the Health and Safety at Work Act and the Management of Health & Safety at Work Regulations 1992 and

of any other Acts Regulations or Orders pertaining to the health and safety of employees.

- 9.2.2 The contractor shall identify risks to the health and safety of employees and others and provide the Parish Clerk with Risk Assessments, method statements or other depending on the type of work being undertaken.
- 9.2.3 The contractor shall have regard to the council's health, safety, and welfare arrangements. Whilst on premises owned by the council the contractor shall ensure that their employees comply with the council's Health, Safety & Welfare Policy.

10.0 Personal Protective Equipment

The Personal Protective Equipment at Work Regulations 1992

- 10.1 The Parish Clerk will be responsible for ensuring Personal Protective Equipment is provided, where required, for each task and to ensure that appropriate information, equipment, instruction, and training is issued.
- 10.2 Employees issued with equipment must ensure that it is compatible with the wearer, is in hygienic condition, is in effective working order and that the measures are satisfactory for the work being undertaken.

11.0 Risk Assessments

- 11.1 Risk assessments will be undertaken by the Parish Clerk for all activities carried out. Where technical expertise is required and/or there are serious/significant risks being assessed, the Parish Clerk will liaise with others or commission qualified experts to advise and undertake the assessment. Employees will also help to inform the assessments.
- 11.2 Action required to remove/control risks will be approved by the Parish Clerk.
- 11.3 The Parish Clerk will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed/reduced the risks.
- 11.4 Employees will be made aware and a copy of the service area risk assessment/s applicable to their area of work will be made available to them.
- 11.5 A risk-based approach will inform the frequency of inspections of the parish council's open space areas (including play areas) and the measures to be implemented to mitigate against the hazard /risk.
- 11.6 Risk Assessments will be updated as required and reviewed annually.

12.0 Training

- 12.1 Induction training
 - 12.1.1 Induction training will be provided for all employees by the Parish Clerk who will ensure that all new employees complete an Induction Checklist.

12.1.2 Where specific jobs require special training, the Parish Clerk will plan for this to be undertaken, which can be by a work colleague, attendance on a training course or similar.

12.2 Ongoing Training

12.2.1 Training will be identified, arranged, and monitored by the Parish Clerk who will also plan for refresher training to be completed on an annual basis or such approved frequency determined by a risk assessment.

12.2.2 Centralised training records are kept by the Parish Clerk, who is also responsible for ensuring that any changes to the council's health and safety procedures are made to the 'Master File' and copies distributed to all relevant members of staff.

13.0 Workplaces (Health, Safety & Welfare)

13.1 The Parish Clerk is responsible for ensuring that a periodic review is undertaken to check working conditions and ensure safe working practices are being followed.

13.2 All Employees have a duty to familiarise themselves with the risk assessments relevant to their work and adopt the procedures and working practices contained within them.

RISKS TO HEALTH AND SAFETY

14.0 Asbestos

The Control of Asbestos Regulations 2012

14.1 Asbestos is the largest single cause of work-related fatal disease and ill health in Great Britain. Almost all asbestos related deaths and ill health are from exposures several decades ago, but where people work with asbestos or encounter it during repair and maintenance work, they are at risk. Working with asbestos should be avoided if possible but, if not, it must be done safely.

14.2 Asbestos can be found in buildings from 1950 to 1999 in many forms. It may also be found in some vehicle brake pads and clutch linings.

14.3 The Control of Asbestos at Work Regulations 2002 (CAWR) introduces an explicit duty to manage asbestos in non-domestic premises, to manage the risk of exposure to asbestos or asbestos containing material (ACM). The duty to manage requires those in control of premises to:

- Take reasonable steps to determine the location and condition of materials likely to contain asbestos
- Presume materials contain asbestos unless there is strong evidence that they do not
- Make and keep an up-to-date record of the location and condition of the ACMs or presumed ACMs in the premises
- Assess the risk of the likelihood of anyone being exposed to fibres from these materials

- Prepare a plan setting out how the risks from the materials are to be managed
- Take the necessary steps to put the plan into action
- Review and monitor the plan periodically and
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them

14.4 The Parish Clerk is responsible for ensuring that any asbestos records are issued to employees/contractors who carry out any type of maintenance, repair, or refurbishment work.

15.0 Display Screen Equipment

Health and Safety (Display Screen Equipment) Regulations 1992

15.1 Using a computer or other kinds of display screen equipment (visual display units) can give rise to back problems, repetitive strain injury or other musculoskeletal disorders. These health problems may become serious if no action is taken. They can be caused by poor design of workstations (and associated equipment such as chairs), insufficient space, lack of training or not taking breaks from display screen work. Work with a screen does not cause eye damage, but many users experience temporary eye strain or stress. This can lead to reduced work efficiency or taking time off work.

15.2 The Parish Clerk will ensure that all relevant employees:

- are given the necessary training
- complete a display screen risk assessment
- implement any necessary control measures to eliminate or reduce the identified risks

15.3 Where applicable, staff will be able to arrange eye tests at appropriate intervals, for which reimbursement of the cost can be claimed from the parish council.

16.0 Hazardous Substances

Control of Substances Hazardous to Health Regulations 2002 (COSHH)

16.1 COSHH

16.1.1 COSHH safety notices and Guidance Procedures are to be displayed on the applicable storage cupboards.

16.1.2 The Parish Clerk is responsible for identifying substances which need a COSHH assessment. Employees who use hazardous substances will be responsible for undertaking the COSHH assessments.

16.1.3 Employees are responsible for notifying the Parish Clerk of any hazardous substances for use in order that the Product Data Sheets can be obtained and Risk Assessments including appropriate control measures can be identified and implemented.

16.1.4 The Parish Clerk will check that new substances can be used safely before they are purchased. Assessments will be reviewed every 3 years or when the work activity changes, whichever is soonest.

16.1.5 Safety Data Sheets from suppliers are to be maintained at the appropriate locations.

16.2 Spill Control

16.2.1 The Parish Clerk is responsible for ensuring that all staff are aware of procedures in the event of a spillage of hazardous substances and for ensuring that stocks of spill control equipment are maintained.

17.0 Working at Heights

Provision and Use of Work Equipment Regulations 1998 Lifting Operations and Lifting Equipment Regulations 1998 Construction (Design & Management) Regulations 2015

17.1 A fall from height has sudden and irreversible consequences and can only be prevented by ensuring that each task associated with working at height is carefully planned before deciding if the method of gaining access is appropriate. The overriding principle is to do all that is practicable to prevent anyone falling. Strict adherence to the principles and practices within the Work at Height Regulations 2005, and its Schedules, is the only acceptable solution.

18.0 Lone Working

18.1 A Lone Working Procedure, which is designed to raise awareness of the risks presented by lone working, to identify the responsibilities each person has in this situation, and to give guidance on how to manage such risks has been produced by the parish council and is available from the Parish Clerk.

19.0 Machinery

Management of Health and Safety at Work Regulations 1999

Provision and Use of Work Equipment Regulations 1998

19.1 All work equipment must be suitable for its purpose and used only for that purpose, be maintained adequately and, where appropriate, be restricted only to individuals given the task of using it.

19.2 the hands and arms of users causing 'hand-arm vibration syndrome'. This is a painful, irreversible condition which includes 'vibration white finger' and the effects can be impaired blood circulation, damage to the nerves and muscles, and loss of ability to grip properly.

19.3 The Parish Clerk is responsible for ensuring that an assessment is carried out in respect of all new machinery and equipment and that measures are taken to protect against potential hazards.

- 19.4 Staff are advised to report any faults immediately to the Parish Clerk.
- 19.5 The use of the Council's equipment is restricted to only the trained operatives and staff.

20.0 Maintenance & Building Work

Construction (Design & Management) Regulations 2015

Construction (Design and Management) Regulations 1994

Lifting Operations and Lifting Equipment Regulations 1998

Provision and Use of Work Equipment Regulations 1998 Confined Spaces Regulations 1997

- 20.1 All contractors should be qualified and competent for the work to be carried out. The contractor shall provide the Parish Clerk with a risk assessment/s, method statements or other depending on the type of work being undertaken.
- 20.2 The contractor shall have regard to the council's safety policy. Whilst on premises owned by the council the contractor shall ensure that his employees comply with the council's health, safety, and wellbeing policy.

21.0 Manual Handling

Manual Handling Operations Regulations 1992

Management of Health and Safety at Work Regulations 1999

- 21.1 A manual handling procedure designed to raise awareness of the risks, to identify responsibilities, and to give guidance on how to manage such risks has been produced by the parish council. A copy is available from the Parish Office.

22.0 Noise at Work

The Control of Noise at Work Regulations 2005 Noise at Work Regulations 1989

- 22.1 High levels of noise at work can cause hearing loss. This can take many years to become serious. Young people can be damaged as easily as the old and premature deafness is even worse. Sufferers often first start to notice hearing loss when they cannot keep up with conversations in a group or when the rest of their family complains they have the television on too loud. Deafness can make people feel isolated from their family, friends, and colleagues.
- 22.2 A preliminary decision on whether an assessment is needed can usually be reached without making detailed noise measurements.
- 22.3 As a rough guide, an assessment of daily personal exposure will usually be needed wherever people must shout or have difficulty being heard clearly by someone about two metres away or they find it difficult to talk to each other.
- 22.4 Whenever it is decided that a more detailed assessment is needed the Parish Clerk will complete the assessment.

22.5 Hearing tests will be provided for the Handyman/Caretaker because of the use of machinery such as strimmer's, chainsaws etc.

23.0 Plant, Mechanical and Electrical Equipment

Provision and Use of Work Equipment Regulations 1998

Lifting Operations and Lifting Equipment Regulations 1998

Supply of Machinery (Safety) (Amendment) Regulations 2011

Water Supply (Water Fittings) Regulations 1999

23.1 Work equipment covers an enormous range spanning process machinery, machine tools, office machines, lifting equipment, hand tools, ladders, and pressure washers. Important points include selecting the right equipment for the job, making sure equipment is safe to use and keeping it safe through regular maintenance, inspection and if, appropriate, thorough examination, training employees to use equipment safely and following manufacturers or suppliers' instructions. Accidents involving work equipment happen all the time – many serious, some fatal.

23.2 Warfield Parish Council is committed to ensuring that all equipment is suitable for its intended use. Employees will be consulted in connection with the use of new machinery and equipment.

23.4 The Parish Clerk will:

- Be responsible for ensuring effective maintenance procedures are drawn up
- Be responsible for ensuring that all identified maintenance is implemented
- Will check that new plant and equipment meets health and safety standards before it is purchased
- Maintain a register of all plant, mechanical and electrical items and ensuring that all inspection and maintenance regimes are complied with, to include:
 - Description of Equipment Location
 - Restricted Users
 - Inspection Maintenance Regime Service Engineers
- Arrange for periodic inspections of portable items
- Ensure all persons are adequately trained in using electrical equipment; and
- Ensure the use of residual current devices especially if equipment is used outside

23.5 The Handyman/Caretaker and appointed competent inspectors will be responsible for identifying all parks equipment/plant needing maintenance. Any problems found with parks plant/equipment should be reported to the Parish Clerk.

23.6 Electrical Equipment

Electricity at Work Regulations 1989

23.6.1 Electricity can kill. Most deaths are caused by contact with overhead or underground power cables. Even non-fatal shocks can cause severe and

permanent injury. Shocks from faulty equipment may lead to falls from ladders, scaffolds, or other work platforms. Those using electricity may not be the only ones at risk. Poor electrical installations and faulty electrical appliances can lead to fires which can also result in death or injury to others.

23.6.2 User checks on electrical equipment can be made by the person using the equipment. Aspects to look for should include damage to the plug, cable, or equipment casing, use of tape to join wiring, overheating, and whether the item has been exposed to conditions for which it is not suitable, e.g., a wet environment. Formal visual inspections and changing plugs or altering electrical equipment must be completed by a qualified electrician.

23.6.3 Any items that have not been registered in the inventory and checked (PAT tested) must not be connected to the council's electricity supply, except for equipment used at private hire events.

23.6.4 Any faults should be reported immediately to the Parish Clerk, or the Handyperson / Caretaker and the equipment taken out of use immediately.

23.7 Gas Safety

23.7.1 Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer.

23.7.2 Gas pipework, appliances and flues are regularly maintained, and annual testing of boilers will take place.

23.7.3 All rooms with gas appliances are checked to ensure that they have adequate ventilation.

23.7.4 Any faults should be reported immediately to the Parish Clerk, or the Handyperson / Caretaker and the equipment taken out of use immediately.

23.8 Water fittings

23.8.1 All plumbing systems, water fittings and equipment supplied or to be supplied from the public water supply must conform to the Water Supply (Water fittings) Regulations 1999. Systems should be designed, installed, and maintained to regulations and materials must conform to a suitable standard. This applies only to systems and fittings installed after the regulations came into effect.

23.8.2 The parish council will use competent persons to carry out required works, including repairs, upgrades, or new installations.

24.0 Play Equipment

24.1 The Parish Clerk is responsible for ensuring that all play equipment is subject to a detailed inspection by independent specialists at least annually.

24.2 These detailed inspections should be supplemented with more frequent inspections by the Council's own staff and qualified inspectors. A visual inspection is carried out on a

weekly basis to check for any obvious vandalism, wear and tear, broken glass, dog fouling, etc. All inspections should be formally recorded.

- 24.3 Any equipment found to be unsafe should be immobilised and taken out of use. In some cases, it may be sufficient to cordon off the area, in others it may be necessary to remove the item completely to ensure the safety of users. DIY repairs should not be carried out unless they are endorsed by the original manufacturer or installer. The Parish Clerk is responsible for ensuring that repairs are carried out by a competent person.

25.0 Radiation

Ionising Radiation Regulations 2017

Management of Health and Safety at Work Regulations 1999

- 25.1 Various kinds of radiation, both ionising and non-ionising, may affect us.

25.1.1 Non-ionising radiation:

- UV radiation (e.g., from the sun) can damage the skin and lead to skin cancer; and
- Lasers can cause burns and damage the eye.

25.1.2 Ionising radiation:

- Naturally occurring radon gas from the ground; and
- Radiography or thickness measuring gauges.

- 25.2 Excess doses of ionising radiation can cause burns, sickness and can have other adverse health effects.

- 25.3 The Parish Clerk will be responsible for ensuring that jobs at risk of the effects of radiation are risk assessed and all actions identified in the assessments are implemented.

26.0 Stress at Work

Management of Health and Safety at Work Regulations 1999

- 26.1 There is a clear link between poor work organisation and subsequent ill health. The Health & Safety Executive defines stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”.
- 26.2 Stress at work can be tackled in the same way as any other risk to health – by identifying the hazards, assessing who is at risk and the level of risk, deciding how to manage the risk and putting the plans into action.
- 26.3 In order to reduce stress in the organisation, the Parish Clerk and staff should keep in regular contact providing for an opportunity for all to raise any issues of concern and explore a way to resolve them.
- 26.4 The parish council has an approved Absence Policy, which is designed to reduce sickness absence by addressing the causes. The Parish Clerk will discuss with an employee the

reasons for absence and whether any support or action can be taken to prevent future reoccurrences.

27.0 Trip & other Dangerous Hazards

Workplace (Health, Safety and Welfare) Regulations 1992

27.1 The council must protect its employees' health from injury or long-term illness, providing for their safety and for their welfare by providing for personal comfort at work. This is achieved by providing:

- Adequate ventilation.
- A reasonable temperature.
- Suitable lighting and seating (for seated work).
- Safe, clean premises.
- Sufficient toilets and washing facilities.
- Suitably maintaining equipment and machinery.

Among other measures

27.1 The most common cause of injuries at work is the slip or trip, resulting in falls which can be serious. It is a particularly important subject since members of the public use our premises. Measures to prevent such injuries are often simple, cheap and lead to other benefits.

27.2 The Caretaker and office staff are responsible for regular visual checks of council premises to ensure there are no trip hazards, sharp objects, or obstructions.

27.3 Where any member of staff discovers spillages, wet surfaces, broken objects, damaged furniture, or equipment, they must take every step to initially make the area safe and where the member of staff can deal with the danger safely, they must do so. Otherwise, it should be immediately reported to the Parish Clerk.

28.0 Vehicles

Workplace (Health, Safety and Welfare) Regulations 1992

Provision and Use of Work Equipment Regulations 1998 Construction (Design & Management) Regulations 2015

28.1 Being struck or run over by moving vehicles, items falling from vehicles, or vehicles overturning are the most common causes of accidents involving vehicles in the workplace.

28.2 All staff should ensure they are aware of any vehicle movements if working in an environment where vehicles are or may be present.

29.0 Infection prevention and control

29.1 The council will follow national guidance published by Public Health England when responding to infection control issues. Staff, members, contractors, and users of our facilities will be encouraged to follow good hygiene practice. This may include:

- Handwashing or the use of approved sanitisers
- Covering mouth and nose when coughing or sneezing
- Covering cuts and abrasions with a suitable waterproof dressing

- 29.2 The council will provide personal protective equipment including facemasks, gloves and goggles as appropriate.
- 29.3 Additional appropriate cleaning will be commissioned if an incident occurs in a facility or national guidance recommends such action.
- 29.4 Spills of blood, vomit or faeces should be cleaned immediately using the appropriate PPE equipment and the spills kits provided. Waste should be disposed of appropriately.
- 29.5 The council will close facilities at short notice if an incident requires such an action and it will not reopen until authorised by the Parish Clerk.
- 29.6 In the event of a pandemic or epidemic, the council will follow the advice and recommendations of Public Health England.

30.0 Duty of Care to users

The Occupiers Liability Act 1984

- 30.1 The council owes a duty of care to users, included trespassers or persons exercising a private right of way over property. This applies if the council is aware of a danger or has reasonable grounds to believe it exists and is required to take action to provide protection in the vicinity of the danger.

31.0 Safeguarding children

The Children Act 1989

- 31.1 The purpose of this act is to promote and safeguard the welfare of children. This applies primarily to organisers of care provision for children which last for more than two hours.
- 31.2 The council has a responsibility to ensure the premises are safe for use, in conjunction with the provision organiser.

PARISH PLAN

1.0 Purpose

- 1.1 This report contains the quarterly update on the parish plan.

Parish Plan Update (September 2021)

Development

	Specific goal	Timescale	Responsible committee	Progress	Notes	Likely completion
1	Ensure residents are informed of and involved in BFC Planning consultations and developer consultations	Ongoing	Planning & Transport			ongoing
2	Deliver the Warfield Neighbourhood Plan	Oct 2020	Planning & Transport		Examiner requested an HRA accompany the plan. This was completed and submitted to the examiner in Feb 2021. The examiner is continuing to work through the plan. The examination process is outside the control of the council.	January 2022

The parish council made submissions to the draft Bracknell Forest Plan. An updated plan is expected in 2021 followed by further consultation.

The parish council continues to be vigilant over delivery of the Warfield SPD as evidenced by recent planning responses.

The parish council continues to oppose inappropriate speculative development as in the case of land to the east of Warfield Hall and land at Home Farm.

Environment

	Specific goal	Timescale	Responsible committee	Progress	Notes	Likely completion
1	Create an Environment Working Group to update the Warfield Environmental and Climate Change Action Plan	March 2020	Amenities		Working Group met and concluded a new plan was required. Plan expected to be ready by January 2022. Budget provision made for 2021-22 to allow work to be undertaken.	Jan 2021
2	Reduce litter by (a) taking part in the Great British Spring Clean each March, WPC should encourage couples/ families/ to do litter pick in Mar 21 (b) engage with local school through anti-litter events and activities	March 2020 Ongoing	Amenities		Litter picking opportunities promoting in latest communications and will be extended to community notice boards.	Ongoing

The parish council has approved an Environmental Policy to ensure it acts in an appropriate manner in the activities it undertakes.

Recycling at the Parish Office has resumed. Future recycling is being reviewed due to the quantities required. Looking at partnership options for the future with Binfield Parish Council & Winkfield Parish Council, maybe Bracknell Town Council.

Where a planning application is for the removal of a tree, the parish council now has a default response that a native species should be planted to replace it. Trees or hedges damaged or removed are queried with the appropriate planning authority.

The parish council continues to report incidence of fly-tipping and has encouraged self-reporting via the BFC website.

Parish Amenities

	Specific goal	Timescale	Responsible committee	Progress	Notes	Likely completion
1	Building work started on the new Community Hub at Priory Field	April 2023	Amenities		Borough officers are investigating potential issues affecting the transfer of the site that need to be resolved ahead of further work. This has been delayed as staff are redeployed to COVID-19 activity.	New date TBA
2	Connect water, build community facilities, plant hedges and establish a management association at Quelm Allotments	September 2020	Amenities		Final section of hedging to be planted winter 21-22 Review of project to take place Amenities Committee to review management structure which may include a management committee	March 2022
3	Jealotts Hill Community Landshare (a) To make significant progress towards establishing a new managing structure (b) Is financially stable	December 2019 March 2021	Finance & General Purposes		Silva Homes have now taken the lead on the project and the long term management of the project. The council continue a working partnership with Silva Homes to get long term management plan in place	TBA

Other intentions remain active but are affected by COVID-19.

Community, Wellbeing and Safety

	Specific goal	Timescale	Responsible committee	Progress	Notes	Likely completion
1	Update and reissue local walking and cycle routes and guides	April 2020	Amenities		<p>Three walks are completed and printed and are being uploaded to website. The design has been revised to make more user friendly and to reduce the number of versions required for physical or virtual use.</p> <p>A further three walks are awaiting review by members ahead of production.</p> <p>Cycle maps are produced by the borough and not available online yet. Would be a duplication for the parish to produce its own. Members agreed to review and produce own cycle maps if required.</p>	December 2021
2	Produce a local guide to welcome new residents to the parish	May 2020	Finance & General Purposes		Version will be circulated to F&GP for initial review in coming weeks.	Nov 2021
3	Finance outdoor gym equipment to Westmorland Park	March 2023 Mar 2022	Initially Finance & General Purposes	n/a	There is no budget allocated at this stage. Initial approach has been made to BFC about possible siting and if they would want WPC funded equipment. There are practical considerations such as responsibility for upkeep, insurance etc. that need to be resolved.	March 2023 Mar 2022

Some events are restarting in 2021 and this will continue into 2022.

Grant payments continue and awards for 2021 were made.

Speedwatch activity has been suspended during lockdown including training and recruitment.

Accountability & Accessibility

	Specific goal	Timescale	Responsible committee	Progress	Notes	Likely completion
1	Improve communications with residents about the parish council	April 2020	Finance & General Purposes		CWG established a digital first approach. Digital Wren launched in May 2021. Annual parish meeting held virtually in April. CWG continues to progress other projects.	Completed
2	Raise the profile and accessibility of the parish council and councillors.	August 2020	Finance & General Purposes		Rebranded equipment purchase put on hold as not required during lockdown will be ordered. Councillor surgeries on hold due to social distancing, opportunity for outdoor streetwalking once social distancing measures relaxed. Budget in place and secure for purchase of equipment. Branding of play area at Memorial Ground recommended.	November 2021
3	Provide meaningful opportunities for public participation at parish council and committee meetings	August 2020	Finance & General Purposes		Public participation is a standard agenda item for Council, Planning and Amenities committees. Public participation would be difficult to introduce at F&GP committee due to the wide remit and would be more effectively directed at full council.	Completed
4	Establish a team of volunteers to support local events	July 2020	Finance & General Purposes		Work ongoing to scope how this will work and likely recruitment routes. Opportunities to develop this with other	March 2022

					<p>bodies a possibility resulting from lessons of COVID-19 activity</p> <p>We may need to look at some form remuneration.</p> <p>Need to check if any PPE may be required.</p> <p>The Clerk will be attending a volunteer recruitment training session in November 2021</p>	
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PAYMENTS

The following payments have approved by Cllrs Mrs Barnard, Ms Dulieu and Strudley since the last meeting.

16th September 2021**Electronic Payments**

	items	invoice total
EP ABA (Construction) Ltd	Play Area Inspections	£120.00
EP Amazon	stationery and charger	£29.19
EP Bracknell Pest Control	Pest Control	£72.00
EP Brownlow Memorial Hall Trust	Quarter 3 Rent Payment 2021/2022	£3,875.00
EP Circle Cleaning	General Cleaning	£972.00
EP CS Storage	Allotment Lockers	£3,324.48
EP Lyreco	cleaning materials	£182.74
EP PHS Group	Washroom Annual Duty of Care	£144.00
EP PKF Littlejohn	External audit year end 31 March 2021	£1,560.00
EP Tesco Stores Ltd	Quarter 3 Rent Payment 2021/2022	£7,050.00
EP Winkfield Parish Council	Frost Folly/Play area cleaning and bins	£202.50
EP HMRC	PAYE & NICS contributions	£1,109.57
EP Berkshire Pension Fund	Pension contributions	£998.18
		£19,639.66

Direct debit

NEST Pension	Pension contributions	£184.60
		£184.60

CLERKS REPORT

1.0 Purpose

- 1.1 This report contains an update on activity undertaken by the Parish Clerk and the Parish Office team since the last council meeting.
- 1.2 The report contains other useful information for members.

2.0 Activity undertaken

- 2.1 Since the last meeting, the following activity has taken place.
- 2.2 The Clerk attended a Berkshire branch meeting of the Society of Local Council Clerks. A presentation on the new Shinfield Community Centre was made and useful information was gained that may prove useful for the proposed neighbourhood centre in Warfield. The Clerk will follow on from this.
- 2.3 The Clerk attended an onsite meeting at Cabbage Hill with Cllrs Mrs Collings and Mrs Wallen and BFC representatives. An area for the planting of the 125 anniversary trees has been identified on Cabbage Hill on the north-western perimeter of the SANG. The final details are to be developed. While on site, a separate area that could be used to plant trees to commemorate the platinum jubilee was identified, if the council decides this is a suitable form of commemoration. Discussions on the platinum jubilee will take place through the Amenities Committee.
- 2.4 The Clerk, with Cllr McCracken, attended the Parish, Parks and Public Realms meeting with the other towns and parishes and representatives of BFC.
- 2.5 The Clerk has had a meeting with our cleaning contractor to discuss cleaning arrangements and standards and attended the annual general meeting of the Jealotts Hill Community Landshare with Cllr Fitzwilliams.
- 2.6 Applications for grant awards for 2022 opened on 1 September and remain open until 31 October 2021.

3.0 Events and activities planned or in preparation

- 3.1 The following events and activities are either planned or are in preparation.

Event	Dates	Notes
Arts Week	24 -31 October 2021	Events are planned and promoted. Tickets can be booked from Sun 10 Oct.
Christmas Tree lighting	Early December	Date to be advised but likely to be between 1-3 December

Event	Dates	Notes
125 Tree Planting	Nov/Dec 2021	Arrangements and dates to be finalised. Will be promoted in November Wren.
Celebration Thank you event	TBA likely April 2022	Arrangements and date to be finalised. Will avoid the Easter break.
HM Queen Platinum events	TBA although key events 2-5 June 2022	Options will be considered by the Amenities Committee
Summer of Fun	TBA usually late July	Planning begins in new year

- 3.2 Arts Week 2021 comprises of 40 events between Sunday 24 October and Sunday 31 October 2021. Events will take place at venues across Binfield, Warfield and Winkfield and contains the usual mix of arts, crafts and musical events and activities. Musical events begin and conclude Arts Week, with students from Eton College singing at the final event. Events have been scaled back for 2021 to ensure they can be held safely to minimise the risk of COVID. New events for 2021 reflect environmental concerns. A natural arts workshop comprising of plastic free crafts for young people making sculptures, designs and decorations is being staged along with making bird feeders and bug houses from natural or recycled materials, which is hosted by colleagues at Jealotts Hill Community Landshare.
- 3.3 Members will be asked once again to help with providing refreshments at the Arts & Crafts Exhibition between Friday 29 October and Sunday 31 October. This will be circulated separately.
- 3.4 As reported last month, there were limited photographic entries for the calendar. Those who submitted photographs are being approached to check that they would be happy for their images to be displayed on the council website and social media through the year as well as in the parish office.

4.0 Recommendation

Members are asked to note the Clerks Report.

UPCOMING AGENDA ITEMS AND DATE OF THE NEXT MEETING

1.0 Purpose of this report

1.1 This report provides information on upcoming agenda items and the date of the next council meeting

2.0 Future agenda items

2.1 the table provides a summary of non-regular agenda items that will be brought to future meetings

Item	Originating committee	Expected meeting date
Parish Plan	Council	January 2022
Various IT policies	Finance & General Purposes	December 2021

3.0 Next meeting of the council

3.1 The date of the next council meeting is scheduled for Wednesday 10 November 2021. Venue to be advised.