



MINUTES OF THE ANNUAL MEETING OF WARFIELD PARISH COUNCIL

Held on **Wednesday, 20 May 2015** at **7.45 pm** in the Parish Office

Present: Councillors Ms Healy (Chair), Dr Barnard, Faerber, Ms Faerber, Fitzwilliams, Dr Haffegée, Harrison, Jones, Kilmartin, Lee and Towle.

All members had signed their declarations of acceptance of office prior to the annual meeting.

001. Election of Chairman of the council

As the past Chairman of the council, Cllr Ms Healy took the chair for the election and asked for nominations. Cllr Dr Barnard proposed Cllr Ms Healy and was seconded by Cllr Dr Haffegée. There being no further nominations, the matter was put to the vote and was Cllr Ms Healy was ELECTED as Chairman of the council by all members for the municipal year.

Cllr Ms Healy signed her declaration of acceptance of office.

002. Election of Vice-Chairman of the council

Cllr Ms Healy called for nominations for the position of Vice-Chairman of the council. Cllr Fitzwilliams was proposed by Cllr Harrison and seconded by Cllr Dr Haffegée. There being no further nominations, the matter was put to the vote and was Cllr Fitzwilliams was ELECTED as Vice -Chairman of the council by all members for the municipal year.

003. Apologies for absence

Apologies were received from Councillors Mrs Barnard.

004. Declarations of interest and dispensations

Cllr Dr Barnard declared interests as a Borough Councillor for the Whitegrove ward, as a member of Bracknell Town Council and for being on the electoral roll of Warfield Church.

Cllr Ms Healy declared an interest as Treasurer of the Warfield Park Community Association.

Cllr Kilmartin declared an interest for being on the electoral roll of Warfield Church.

Cllr Ms Faerber declared interests for being on the electoral roll of Warfield Church and for links to the Brownlow Memorial Hall Trust.

005. Minutes of the meeting of 29 April 2015

It was proposed by Cllr Harrison and seconded by Cllr Dr Haffegge and RESOLVED to approve and adopt the minutes of the meeting of 29 April, previously circulated to members.

006. Matters arising from the last meeting

Planning – The Clerk is to write to Richard Walton regarding works proposed for Warfield and how these will be communicated to the council and residents.

Brownlow Hall rent – The Trustees had advised the Council that have accepted the offer of £15,500 pa for the next five years. All members agreed that they had obtained the best value for the local taxpayers of Warfield.

Finance – Cllr Harrison advised members that the accounts had been completed for 2014-15 and would be submitted for approval at the June meeting.

Neighbourhood Planning – Cllr Ms Healy advised members that the steering group were seeking approval to employ RCOH to provide consultancy for up to 12 days. The cost would be £175 p/d + VAT and expenses. It was RESOLVED to allocate funding for the consultancy work.

007. To approve and adopt the Standing Orders and Financial Regulations for Warfield Parish Council

The new standing orders, reviewed by the last Council, were proposed by Cllr Dr Barnard and seconded by Cllr Jones. It was RESOLVED to accept the standing orders subject to a review by the Finance & General Purposes Committee.

The existing financial regulations were proposed by Cllr Dr Barnard and seconded by Cllr Jones and it was RESOLVED to continue with these regulations.

It was proposed by Cllr Dr Barnard and seconded by Cllr Jones and RESOLVED to instruct the Finance & General Purposes Committee to review the financial regulations to include provisions for online payments.

008. To review committee and working group structures

Members discussed committee arrangements for the forthcoming year. Standing orders require the council to have a Finance & General Purposes committee and a Planning & Transport committee. Members agreed to the following additional committees:

- Brownlow Hall Management
- Communications
- Staffing
- Whitegrove Community Centre Management

Members decided that responsibility for IT should rest with the Finance & General Purposes committee.

It was proposed by Cllr Dr Barnard and seconded by Cllr Dr Haffegge and RESOLVED that the committee structure proposed be set up for 2015/16

Members discussed creating committee to deal with environmental matters, incorporating many of the working groups. It was proposed by Cllr Dr Haffegge and seconded by Cllr Towle and RESOLVED to set up the Environment committee by the autumn.

Members discussed continuing with the existing working group structure until the new Environment committee began meeting. It was proposed by Cllr Kilmartin and seconded by Cllr Dr Barnard and RESOLVED to set up the following working groups:

- Allotments Working Group
- Community Hub Working Group
- Climate Change
- Frost Folly
- Leisure & Play Areas
- Neighbourhood Plan Group

009. To review the Committee terms of reference.

Members agreed that the committees should review their terms of reference and make the necessary recommendations for acceptance by council.

010. To appoint chairs and members to serve on committees

The following appointments were made to committees. Committee chairs were nominated by members for approval.

a) Finance & General Purposes

It was agreed that six members would be appointed.

Cllrs Mrs Barnard, Dr Barnard, Fitzwilliams, Harrison, Ms Healy and Jones

Cllr Harrison was proposed as chair by Cllr Ms Healy and seconded by Cllr Jones and was duly elected.

b) Planning & Transport

it was agreed that six members would be appointed.

Cllrs Fitzwilliams, Dr Haffegge, Ms Healy, Jones, Kilmartin and Lee

Cllr Ms Healy was proposed as chair by Cllr Dr Haffegge and seconded by Cllr Fitzwilliams.

c) Communications

it was agreed that five members would be appointed.

Cllrs Dr Barnard, Faerber, Ms Faerber, Ms Healy and Kilmartin
Cllr Faerber was proposed as chair by Cllr Ms Healy and seconded by Cllr
Fitzwilliams.

d) Staffing

It was agreed that the terms of reference should make the chairman of the
council and the chair of the Finance & General Purposes committee ex officio
members of the committee. It was agreed that one additional member would be
appointed.

Cllrs Faerber, Harrison (ex officio) and Ms Healy (ex officio)

Cllr Ms Healy was proposed as chair by Cllr Dr Barnard and seconded by Cllr
Harrison.

e) Brownlow Hall Management

Cllr Ms Faerber left the room due to her declared interests.

It was agreed that four members would be appointed and that Mrs Leftly would
be invited to remain a member of the committee.

Cllrs Dr Barnard, Harrison, Ms Healy and Towle

Cllr Dr Barnard was proposed as chair by Cllr Ms Healy and seconded by Cllr
Fitzwilliams.

Cllr Ms Faerber returned to the meeting.

f) Whitegrove Community Centre Management

It was agreed that four members would be appointed.

Cllrs Dr Haffegge, Harrison, Ms Healy and Jones

Cllr Dr Haffegge was proposed as chair by Cllr Jones and seconded by Cllr
Harrison.

g) Environment

No appointments were made to the Environment committee but the following
members expressed an interest in serving on it:

Cllrs Dr Barnard, Faerber, Fitzwilliams, Dr Haffegée, Ms Healy and Towle.

011. To appoint members to serve on Working Groups

The following appointments were made to working groups.

- a) Allotments Working Group

Cllrs Dr Barnard, Fitzwilliams, Dr Haffegée and Ms Healy

- b) Community Hub Working Group

Cllrs Faerber, Ms Faerber, Harrison, Ms Healy, Jones, Kilmartin and Lee with Cllr Dr Barnard attending as ward councillor

- c) Climate Change

Cllrs Dr Haffegée, Ms Healy and Towle

- d) Frost Folly

Cllrs Fitzwilliams and Dr Haffegée

- e) Leisure & Play Areas

Cllrs Mrs Barnard, Fitzwilliams, Dr Haffegée and Jones

- f) Neighbourhood Plan Group

It was agreed that a substitute would be appointed

Cllrs Mrs Barnard, Faerber, Ms Healy (substitute: Cllr Fitzwilliams)

012. To appoint representatives to serve on bodies

The following appointments were made.

- a) Bracknell Forest Biodiversity Forum – Cllrs Dr Haffegée and Towle

- b) Bracknell Forest Parks & Public Realms - Cllr Fitzwilliams

- c) Bracknell Forest Town & Parish Liaison – Cllrs Ms Healy and Kilmartin

- d) Jealotts Hill Community Landshare – Cllr Fitzwilliams

- e) Lily Hill Park – Cllr Ms Healy

- f) Northern Parishes Arts Week – Cllr Fitzwilliams

- g) Northern Parishes Liaison Group – Ms Healy (+ one vacancy)

- h) Warfield Park Community Association – Cllr Ms Healy

- i) Warfield Parochial Church Charities – Cllr Harrison

- j) Westmorland Park Users & Friends Group – Cllrs Dr Haffegée and Ms Healy

- h) Bracknell Forest Climate Change – Cllr Dr Haffegée

013. To review the Council asset register

A paper was circulated ahead of the meeting by the Clerk detailing the councils assets. The report was noted by members.

014. To review the Council insurance arrangements

A paper was circulated ahead of the meeting by the Clerk detailing the councils insurance arrangements. A query was raised concerning references for the fidelity guarantee. The Clerk will make enquiries. The report was noted by members.

015. To approve and adopt the Dispensation Procedure

As part of the review ahead of the annual meeting, the Clerk identified that the council had not formally passed a motion concerning dispensations or had agreed a process for these to be considered and granted. Ahead of the meeting a paper was circulated outlining the process to be followed. Members agreed that the Clerk should be delegated the powers to consider and grant dispensations.

It was proposed by Cllr Dr Barnard and seconded by Cllr Fitzwilliams and RESOLVED by all members that the council delegates the power to grant dispensations to the Clerk. The power rests with the relevant authority under section 33(1) of the Localism Act 2011 and the basis is set out under section 33(2).

Members extended the provisions of the above resolution to apply in the same way in the case of a “non-disclosable pecuniary interest” or a “non-pecuniary interest”

016. To review eligibility for the General Power of Competence

A paper was circulated ahead of the meeting by the Clerk reporting that the council had not met the criteria to qualify for the general power of competence. The report was noted by members.

017. To fix the dates and times of ordinary meetings of the Council and Committees for the ensuing year

The meeting dates circulated to members for council meetings was proposed by Cllr Fitzwilliams and seconded by Cllr Dr Barnard and RESOLVED by members.

It was agreed that individual committees would confirm their dates and present them to future council meetings for formal adoption.

018. To confirm arrangements for the co-option of a member for Warfield Park ward

The Clerk presented a paper outline the process and timetable for the co-option of a member for the Warfield Park ward as a result of a vacancy following an ordinary election. It was proposed by Cllr Dr Barnard and seconded by Cllr Fitzwilliams and RESOLVED that the process and timetable be adopted.

019. To considering joining the National Association of Local Councils (NALC) / Berkshire Association of Local Councils (BALC)

Members discussed joining NALC/BALC and agreed they would like further information before making a decision. The Clerk is to invite a representative from NALC/BALC to meet with the council at a future meeting.

020. Clerks report

The clerk presented a report to members outlining key documents that required consideration by council. It was proposed by Cllr Dr Barnard and seconded by Cllr Dr Haffegge and RESOLVED by members that the Finance & General Purposes committee should carry out the necessary work in respect of Complaints; Freedom of Information requests; Data Protection and Dealings with the Media and bring forward policies and procedures for approval by the council.

There being no further business the meeting was declared closed at 9.50pm with the next meeting on Wednesday 24 June 2015