



NOTICE OF COUNCIL MEETING

To all Parish Councillors, you are hereby summoned to attend the ANNUAL MEETING of Warfield Parish Council on **Wednesday, 25 May 2016** at **7.45 pm** in the Parish Office

Jason Mawer, Clerk to the Council

Dated: 18 May 2016

Refreshments will be available ahead of the meeting from 7.30pm

Please be aware that candidates for co-option have been invited to attend from 7.35pm

A G E N D A Part One

164. **Election of Chairman of the Council**
To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office
165. **Election of Vice-chairman of the Council**
To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office
166. **To receive apologies for absence**
167. **Declarations of interest**
 - a. to received declarations of interest from members on items on the agenda
 - b. to receive written requests for dispensations for dispensations for disclosable pecuniary interests
 - c. to grant any requests for dispensation as appropriate
168. **Minutes of the previous meeting**
To approve and adopt the minutes of the meeting held on 27 April 2016

169. **Matters arising**
To consider matters arising from this meeting not covered elsewhere on the agenda

170. **Quelm ward vacancy candidates**
To receive statements and question candidates for the Quelm ward co-option.

The Annual Meeting

171. **Annual Meeting Items**

- a. To appoint an Internal Auditor
To confirm the reappointment of Claire Connell as Internal Auditor
- b. Memberships and subscriptions
To review the councils memberships and subscriptions
- c. Insurance
To review the councils insurance arrangements

172. **Council Committees and Working Groups**
To review the committee and working group structure of the council and to appoint members to committees and working groups and elect chairs of said committees:

- a. Finance & General Purposes Committee
- b. Planning & Transport Committee
- c. Environment Committee
- d. Facilities Committee
- e. Staffing Committee
- f. Community Facility Working Group
- g. Neighbourhood Plan Steering Group

173. **Council Representation**
To appoint representatives on the undermentioned bodies as required:

- a. Binfield, Warfield and Winkfield Arts Week (1 member)
- b. Bracknell Forest Biodiversity Forum (1 member)
- c. Bracknell Forest Parks & Public Realms (1 member)
- d. Bracknell Forest Town & Parish Liaison (2 members + substitute)
- e. Jealotts Hill Community Landshare (1 member)
- f. Lily Hill Park (1 member)
- g. Northern Parishes Liaison Group (2 members + substitute)
- h. Warfield Park Community Association (1 member)
- i. Warfield Memorial Ground (1 member)

174. **Dates and times of meetings and other activities**
To confirm the dates and times of ordinary meetings of the council, committees and councillor surgeries for the municipal year 2016/17

175. **Finance & General Purposes Committee**

- a. to receive an update from the Cllr Harrison on the Finance &

- General Purposes Committee
 - b. to note the minutes of the Finance and General Purposes Committee held on 11 May 2016
 - c. to receive the financial report to end April 2016
 - d. to approve the accounts for payment
176. **Statutory annual accounts and governance statements**
- a. To consider and approve the annual governance statement 2015/16
 - b. To consider and approve the accounting statements 2015/16
177. **Council asset register**
To review the councils asset register
178. **Planning & Transport Committee**
- a. Matters arising from Planning Committee meeting of 16 May 2016
 - b. to note the minutes of the Planning Committee held on 25 April 2016
179. **Updates from Committees**
- a. to receive an update from the Environment Committee meeting of 24 May 2016
 - b. to note the minutes of the Environment Committee meeting of 26 April 2016
180. **Standing Reports**
- a. to receive an update from the Community Facility Working Group
 - b. to receive an update on Jealotts Hill Community Landshare
 - c. to receive an update on the Neighbourhood Plan Steering Group
 - d. to receive an update on youth provision
181. **Representatives Reports**
To receive reports from members present
182. **To confirm the date of the next meeting**
The next meeting of the Council will be the annual meeting on Wednesday 29 June 2016
183. **Closure of Part one of the meeting**

Part two

184. **Part two**
To consider the motion "That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be

prejudicial to the public interest because of the confidential nature of the business to be transacted”

- 185. **Discussion and vote on candidates for co-option**
- 186. **Closure of Part two of the meeting**

Sound recording, photographing, filming and use of social media at meetings which are held in public are permitted. Those wishing to record proceedings at a meeting are however advised to contact the Parish Clerk as early as possible before the start of the meeting so that any special arrangements can be made.