



# Bray Parish Council

The Parish Office  
Moneyrow Green  
Holyport  
Maidenhead  
Berks  
SL6 2NA  
12<sup>th</sup> May 2015

**To All Councillors'**

The Clerk: Janice Eden-Bagley  
Tel: 01628 777997

E-mail address: clerk@brayparishcouncil.gov.uk  
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You are hereby summoned to attend the **ANNUAL GENERAL MEETING** of Bray Parish Council to be held at **7.30pm** on **MONDAY 18<sup>th</sup> May 2015** in Braywood Memorial Hall, Fifield Road, Fifield.

**MEMBERS OF THE PUBLIC AND THE PRESS ARE WELCOME TO ATTEND.**

Signed

*Janice Eden-Bagley*

Janice Eden-Bagley  
Clerk to the Parish Council

Filming/Recording of Meetings – The Council permits the filming, recording and photography of its public meetings. By attending the meeting you are consenting to being filmed / recorded unless you notify the Clerk in advance that you do not wish to be.

## AGENDA

1. **FIRE SAFETY REGULATIONS**

A reminder to all in attendance of the fire safety regulations for the venue of the meeting.

2. **Election of the Chairman for the forthcoming year and signing the Declaration of Acceptance.**

3. **Election of the Vice-Chairman for the forthcoming year and signing the Declaration of Acceptance.**

4. **Election of the Chairman and Vice-Chairman of the Planning Sub-Committee for the forthcoming year.**

5. **WARD VACANCIES**

5.1. Oakley Green & Fifield Ward

*Proposal to co-opt Chris Yates and Nick Pellew.*

5.2. Alexander Ward

The vacancy can be filled by co-option. Any interested parties should contact the Parish Clerk.

6. **APOLOGIES FOR ABSENCE, DECLARATIONS OF INTEREST AND DISPENSATIONS**

7. **HEALTH AND SAFETY**

7.1. Update from the Clerk on parish play areas and accident book entries.

Clerk

8. **MINUTES OF THE PREVIOUS GENERAL MEETING**

To approve the Minutes of the General Meeting held on the 16<sup>th</sup> March 2015.

9. **MINUTES OF THE PREVIOUS EXTRAORDINARY MEETING**

To approve the Minutes of the Extraordinary General Meeting held on the 27<sup>th</sup> April 2015.

10. **PARISH SUB COMMITTEES**

*Review of delegation arrangements to the following committees and identification of members.*

- *Disciplinary Sub Committee*
- *Grievance Sub Committee*

*Councillors - please refer to the current member list sent out with this agenda.*

11. **PARISH WORKING GROUPS**

Identification of members to other Parish Working Groups:

- Finance and Operations Working Group (FOWG)
- Land Management Working Group (LMG)
- Capital Projects/S106 Working Group
- IT Working Group
- Newsletter and Website Working Group
- Strategy Working Group

Councillors - please refer to the current member list sent out with this agenda.

12. **PARISH COUNCILS PROCEDURES**

Review of the following:

- Asset Register – proposal to add the new Oakley Green & Fifield Memorial to the register.
- Risk Assessment
- Parish Councils Complaints Procedure
- Press & Media Communications
- Subscriptions

**PUBLIC QUESTION TIME**

13. **PARISH FINANCE**

13.1. Finance Working Group (FOWG)

No meeting to report.

13.2. Details of the following expenditure can be found on the Spending Decision Report.

Councillors – please refer to the report sent out with this agenda.

13.3. Parish Office

13.4. Proposal to incur expenditure up to £35,000 to refit the expanded Parish Office, subject to obtaining further quotes for the work.

Councillors – please refer to the plan and quote sent out with this agenda.

13.5. Proposal to approve the revised rental up to a maximum of £11.50 per sq. for the expanded Parish Office.

Councillors – please refer to the proposal sent out with this agenda.

13.6. Focus on Your Parish Part II (AEM meeting)

Proposal to incur expenditure up to £1,000 for the production and delivery of a flyer advertising the event on 4<sup>th</sup> June 2015.

13.7. Payments List

Approval to pay accounts on the Payments List

Councillors - please refer to the Payments List sent out with this agenda.

14. **REPORTS FROM OTHER WORKING GROUPS**

14.1. **OPERATIONS WORKING GROUP (FOWG)**

No meeting to report.

14.2. Boundary Review Results

14.3. Windsor Rd Bus Stop Improvements

14.4. Holyport Rd Replacement Bus Shelter

14.5. **LAND MANAGEMENT WORKING GROUP**

No meeting to report.

14.6. **IT WORKING GROUP**

No meeting to report.

14.7. **STRATEGY WORKING GROUP**

No meeting to report.

15. **GENERAL MATTERS**

15.1. M4 Smart Motorway Consultation Feedback and Working Group Membership

15.2. Devolution of Planning Powers

15.3. Parish Councillors Planning Presenter Schedule

15.4. Focus on Your Parish Part II (AEM meeting)

Agreement on the format of the meeting.

15.5. Allotment Competition

Judging will take place on 15<sup>th</sup> June at 4pm starting at Bray Allotments. Volunteer required to assist with the judging.

- 15.6. Complaint  
Report on a complaint from a Bray Allotment Holder and the action taken by the Chairman.
- 15.7. Planning Award Nominations  
[Nominations to be proposed at the Planning Meeting on 1st June 2015.](#)
- 15.8. Parish Conference  
[The next Parish Conference will take place on 29<sup>th</sup> June, 7pm at The Guildhall, Windsor.](#)
- 15.9. DALC  
Request for information by DALC on the public transport issues in the parish and the response that was submitted.  
[Councillors – please refer to the report sent out with this agenda.](#)
- 15.10. DALC Meetings  
[The next meeting will take place on 10<sup>th</sup> June, 7.30 and the AGM will take place on the 2<sup>nd</sup> July.](#)
16. **HOLYPORT**  
Report on anti-social behaviour in Holyport.  
Aysgarth Park Dog Fouling
17. **ALEXANDER, DEDWORTH AND OAKLEY GREEN & FIFIELD**  
[No items to report.](#)
18. **BRAY**  
[No items to report.](#)
19. **CHAIRMAN'S BUSINESS**  
Assistant Clerk Recruitment  
Extraordinary General Meeting  
The Chairman will call an Extraordinary meeting of the Parish Council on 1<sup>st</sup> June at 7.00pm to review the Year End Accounts and approve the Annual Return and Governance Statement.
20. **CORRESPONDENCE AND COUNCILLORS' FORUM**
21. **DATE OF NEXT MAIN COUNCIL MEETING**  
The General Meeting of the Parish Council will be held at 7.30pm on 20th July in Braywood Memorial Hall, Fifield.