



Bray Parish Council

The Clerk: Mrs Susan Cook
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15th May 2018

To: All members of the Council

Cllrs: B Bou-Shreih, S Dudley, K Elvin, J Glover, C Graham, F Hattey, S Kiely, L Kneen, N Marsh, B Millin, N Pellew, M Pierce, C Yates, L Walters, D Wilson

Dear Sir/Madam,

You are hereby summoned to attend the **Annual Meeting** of the Bray Parish Council to be held at **7:30pm on Monday 21st May 2018** in **Braywood War Memorial Hall, Fifield Road, Fifield**, where the following business will be transacted.

Members of the Public and the Press are welcome to attend.

Yours faithfully,

Susan Cook

**Mrs Susan Cook,
Clerk to the 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

035/2018 Chairman's request

That all mobile devices are switched off for the duration of the meeting.

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

036/2018 Election of the Chairman for the forthcoming year and signing of the Declaration of Acceptance.

037/2018 Election of the Vice-Chairman for the forthcoming year and signing of the Declaration of Acceptance.

038/2018 Election of the Chairman and Vice-Chairman of the Planning Committee for the forthcoming year.

039/2018 Apologies for Absence, Declarations of Interest and Dispensations

040/2018 Health and Safety

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

Clerk

041/2018 Minutes of previous meetings

To approve the Minutes of the meeting held on Monday 23rd April 2018.

042/2018 Public Question Time

043/2018	Clerks Report Councillors – Please refer to the report sent out with this agenda	Clerk
044/2018	Report from the Strategy Group A meeting took place on 11 th May 2018 Councillors – Please refer to the report sent out with this agenda 44.1 <u>Appointment of members to Committees and working groups</u> Identification of membership to committees and working groups and proposal to approve the appointments Councillors – Please refer to the report sent out with this agenda 44.2 <u>Calendar of Meetings</u> Proposal to accept the recommendation of the Strategy Group regarding the Calendar of meetings until 31 st May 2019 Councillors – Please refer to the report sent out with this agenda 44.3 <u>Review of Standing Orders</u> Proposal to accept the recommendation of the Strategy Group regarding the adoption of the amended Bray Parish Council Standing Orders Councillors – Please refer to the report sent out with this agenda 44.4 <u>Review of Code of Conduct and Request for Dispensation form</u> Proposal to accept the recommendation of the Strategy Group regarding the continued adoption of the Bray Parish Council Code of Conduct and Councillors Request for Dispensation form. Councillors – Please refer to the reports sent out with this agenda 44.5 <u>Review of Terms of Reference</u> Proposal to accept the recommendations of the various committees regarding the adoption of the Terms of Reference for Committees Councillors – Please refer to the report sent out with this agenda 44.6 <u>Review of Bray Parish Business Plan</u> Proposal to accept the recommendation of the Strategy Group regarding the continued adoption of the updated Business Plan Councillors – Please refer to the report sent out with this agenda 44.7 <u>General Data Protection Regulations (GDPR) Subject Access Policy</u> Proposal to accept the recommendation of the Strategy Group regarding the adoption of the Subject Access Policy Councillors – Please refer to the report sent out with this agenda 44.8 <u>General Data Protection Regulations (GDPR) General Privacy Notice</u> Proposal to accept the recommendation of the Strategy Group regarding the adoption of the General Privacy Notice Councillors – Please refer to the report sent out with this agenda 44.9 <u>General Data Protection Regulations (GDPR) Staff & Councillor Privacy Notice</u> Proposal to accept the recommendation of the Strategy Group regarding the adoption of the Staff and Councillor Privacy Notice Councillors – Please refer to the report sent out with this agenda 44.10 <u>Insurance Cover</u> Proposal to accept the recommendation of the Strategy Group regarding the arrangements for insurance cover in respect of all insured risks Councillors – Please refer to the report sent out with this agenda 44.11 <u>Review of Complaints Policy</u> Proposal to accept the recommendation of the Strategy Group regarding the adoption of the Complaints Policy Councillors – Please refer to the report sent out with this agenda 44.12 <u>Review of Communication and Engagement Policy</u> Proposal to accept the recommendation of the Strategy Group regarding the adoption of the Communication and Engagement Policy Councillors – Please refer to the report sent out with this agenda	Strategy

045/2018 Parish Finance

Finance Committee (FOWG)

FOWG

A meeting of the committee took place on 11th May 2018

Councillors – Please refer to the draft minutes sent out with this agenda

45.1 Accounts for the Year to 31st March 2018

Councillors – Please refer to the report sent out with this agenda

45.2 Report of the Internal Auditor and response from Finance Committee

Councillors – Please refer to the reports sent out with this agenda

45.3 Annual Governance Statement 2017/18 Section 1

Proposal to accept the recommendation of the Finance Committee regarding approval of Section 1 of the Annual Governance Statement

Councillors – Please refer to the report sent out with this agenda

45.4 Annual Accounting Statement 2017/18 Section 2

Proposal to accept the recommendation of the Finance Committee regarding approval of Section 2 of the Annual Accounting Statement

Councillors – Please refer to the report sent out with this agenda

45.5 Review of Financial Regulations

Proposal to accept the recommendation of the Finance Committee regarding the adoption of the amended Financial Regulations

Councillors – Please refer to the report sent out with this agenda

45.6 Review of Financial Risk Assessment

Proposal to accept the recommendation of the Finance Committee regarding the adoption of the Financial Risk Assessment

Councillors – Please refer to the reports sent out with this agenda

45.7 Review of S137 payments 2017/18

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

45.8 Spending Decision Report

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

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

45.9 Review of subscriptions

Proposal to pay annual subscriptions and memberships

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

45.10 Grant Application

A request for a grant of £1,000 has been received from Fifield Fun Day.

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

45.11 Payments List

Approval to pay accounts on payments list

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

046/2018 Website Working Group

WWG

A meeting took place on 20th April and on 11th May 2018

Councillors – Please refer to the notes sent out with this agenda

047/2018 General Matters

47.1 Bray Parish Council representation to DALC

Proposal for Cllr Chris Graham to continue as the DALC representative for Bray Parish Council

Cllr Graham is currently Vice Chair for DALC and is happy to continue in this role.

47.2 Bray Parish Council representation to BALC Executive

Proposal for Cllr Chris Graham to continue as the BALC Executive representative for Bray Parish Council

Cllr Graham is currently Vice Chair for BALC and is happy to continue in this role.

- 048/2018 Bray**
No items to report
- 049/2018 Holyport**
49.1 Speeding in Holyport
Update from Cllr Kneen and Cllr Hattey
- 49.2 Parking on Holyport Green
Ward Councillors agreed to allow the use of Holyport Green for parking by residents if needed on June 10th so they may attend the Fun Day at Holyport War Memorial Hall when the plans for the future of the Hall are unveiled.
- 49.3 Use of Telephone Box on Stroud Farm Road
Local residents would like to use the telephone box as a 'book swap', Councillors were asked for their comments and these have been relayed by the Clerk
- 050/2018 Fifield**
No Items to report
- 051/2018 Chairman's Business**
- 052/2018 RBWM Update**
Report by the Borough Ward Councillor on Borough Activities Cllr Dudley

Upcoming RBWM Council meetings
24/05/18 Cabinet
No further confirmed dates currently available on website
- 053/2018 Action List**
Councillors – Please refer to the report sent out with this agenda
- 054/2018 Correspondence and Councillors Forum**
- 055/2018 Local Government Act 1972
Exclusion of the Public**
To consider passing the following resolution:-
"That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the remainder of the meeting whilst discussion takes place on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1-7 of part I of Schedule 12A of the Act".
- 056/2018 Date of next Main Council Meeting**
The next Meeting of the Council will be held at 7:30pm on Monday 25th June 2018 at Braywood War Memorial Hall.