

West Ilsley Parish Council

Annual Meeting of the Parish Council

Minutes of the Annual Meeting of West Ilsley Parish Council held in West Ilsley Village Hall on Tuesday 14th May 2024. Commencing at 7:00 pm.

Members Present: Councillor Graham Woods (GW) – Chair
Councillor Tim Pearey (TP) – Deputy Chair
Councillor Alan Bloor (APB)
Councillor Katy Morris (KM)
Councillor Rachel Hudson (RH)
Councillor Jonny Rayfield (JR)

Members Absent: None

Officers Present: Sarah Marshman, Clerk/RFO

In Attendance: 2 Members of the Public

Minutes

- 24/001 To consider the election of Chair of the Council for 2024/25 and for the elected Chair to sign the declaration of acceptance of office**
Resolved: To elect Graham Woods as Chair of the Council for 2024/25. The Chair signed the declaration of acceptance of office.
- 24/002 To consider the election of Deputy Chair of the Council for 2024/25 and for the elected Deputy Chair to sign the declaration of acceptance of office**
Resolved: To elect Tim Pearey as Deputy Chair of the Council for 2024/25. The Deputy Chair signed the declaration of acceptance of office.
- 24/003 To receive, and consider for acceptance, apologies for absence from Members of the Council**
All Members were present so there were no apologies.
- 24/004 To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests and to consider any Requests for Dispensation from Members declaring a Disclosable Pecuniary Interest**
There were no declarations of interest or requests for dispensation.

- 24/005 To receive:**
Questions or comments from members of the public regarding items on the agenda
Representations from any member who has declared an Other Registerable Interest or Non-Registerable Interest
There were no questions, comments or representations.
- 24/006 To approve the minutes of the Parish Council Meeting held on 18th April 2024**
Resolved: Members agreed the minutes of the last meeting be accepted as a true record. The Chair signed the minutes.
- 24/007 To discuss any matters arising from the Minutes of the previous meeting**
There were no matters arising.
- 24/008 To receive a report from the District Councillor**
The District Councillor sent her apologies.
- 24/009 To receive an update on planning application responses and decisions**
The council has not responded to any planning applications using delegated powers. There have been no reported decisions.
- 24/010 Finance:**
To consider approving the payments listed on the Finance Report
Resolved: To approve the payments listed on the Finance Report in Appendix 1.
- To note the most recent bank reconciliation**
The bank reconciliation to 30th April 2024 was noted as shown in the Finance Report in Appendix 1.
- To receive any reports from the Internal Controller**
The Internal Controller has reviewed the accounts to the end of February 2024.
- 24/011 To consider the appointment of any new committees in accordance with standing order 4**
Resolved: No new committees are required.
- 24/012 To review the Staffing Committee Terms of Reference**
Resolved: To continue with the current Staffing Committee Terms of Reference.
- 24/013 To consider appointing councillors to the Staffing Committee and the Disciplinary/Grievance Committee**
Resolved: To appoint the councillors as follows:
Staffing Committee: Councillors Tim Pearey, Alan Bloor and Jonny Rayfield.
Disciplinary/Grievance Committee: Councillors Graham Woods, Katy Morris and Rachel Hudson.

24/014 To review the Scheme of Delegation for staff, committees and other local authorities

Resolved: To continue with the current Scheme of Delegation.

24/015 To review the inventory of land and assets including buildings and office equipment

Resolved: The inventory of land and assets is correct.

24/016 To review the following policies:

Standing Orders

Financial Regulations

Complaints Procedure

Freedom of Information

Publication Scheme

Press and Media Policy

Code of Conduct

Internal Controls Policy and Procedure

Resolved: To continue with the above-listed policies.

24/017 To review the council's and/or staff subscriptions to other bodies

Resolved: To continue subscriptions to the Berkshire Association of Local Councils (BALC), Connecting Communities Berkshire (CCB) and the Society of Local Council Clerks (SLCC).

24/018 To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council

Resolved: For meetings to be held in West Ilsley Village Hall on the following dates:

Date	Time	Meeting
Tuesday 10 th September 2024	7:30 pm	Full Council
Tuesday 12 th November 2024	7:30 pm	Full Council
Tuesday 4 th February 2025	7:30 pm	Full Council
Tuesday 20 th May 2025	7:00 pm	Annual Meeting of the Parish Council
Tuesday 20 th May 2025	8:15 pm	Annual Parish Meeting

24/019 To consider Parish Council responsibilities and representation on outside bodies including arrangements for reporting back

Resolved: To appoint the following responsibilities and representation on outside bodies:

Role	Previous Holder
Internal Controller	Tim Pearey
Speeding	Graham Woods
Village Hall	Graham Woods
Cricket Club	Alan Bloor
Harwell Site Stakeholder Group	Tim Pearey

24/020	To consider the Risk Assessment for 2024/25	
	Resolved: To adopt the risk assessment for 2024/25.	
24/021	To consider quotes for insurance	Action: Clerk
	Resolved: To accept a quote from the Clear Group for a three-year long-term undertaking at a cost of £589.70 for the first year.	
24/022	To review the feedback from our internal auditors on the 2023/24 audit and consider any actions required	
	There were no recommendations from the internal auditors, therefore no action is required.	
24/023	Certificate of Exemption 2023/24: To consider completing the Certificate of Exemption for expenditure under £25,000 and ensure it is signed and dated by the Responsible Finance Officer and the person presiding at the meeting	
	Resolved: To complete the Certificate of Exemption. The Certificate was signed by the Responsible Finance Officer (the Clerk) and the Chairman.	
24/024	Annual Governance Review 2023/24: To consider, approve, and sign and date the Annual Governance Statement (Annual Governance and Accountability Return)	
	Resolved: The Council had met its obligation in the Annual Governance Statement. The Annual Governance Statement was approved and was then signed by the Chairman and the Clerk.	
24/025	Accounting Statements 2023/24: To consider, approve, and sign and date the Accounting Statements (Annual Governance and Accountability Return)	Action: Clerk
	Resolved: To approve the Accounting Statements. The Accounting Statements were signed by the Chairman.	
24/026	To appoint an internal auditor and agree the scope of audit for the 2024/25 audit	Action: Clerk
	Resolved: To appoint Heelis and Lodge and agree the scope of audit.	
24/027	To receive an update on the Village Hall	
	A verbal update was received. All roles on the committee are now filled.	
24/028	To discuss the creation of an emergency plan	
	The council agreed not to create an emergency plan.	
24/029	To receive an update on speeding	
	The council discussed the need to deploy the SID on Bury Lane and centrally in the village.	
24/030	To receive an update on the closure of the West Ilsley Parish Council Trust	Action: Clerk
	The account is closed and the remaining funds of around £1,000 were transferred to the Village Hall who will hold the funds for WIRSA. The Clerk is working to close the trust.	

24/031 To discuss matters for future consideration or for information

The recent safety inspection of the play area has highlighted some work needed. The Clerk will obtain a quote and authorise necessary works under health and safety delegated powers.

Action: Clerk

The goalposts have been bent. JR will assess whether anything can be done to repair them.

Action: JR

The Clerk will add AB and KM to the bank account signatories.

Action: Clerk

There being no further business, the meeting was closed at 8:11 pm.

Dates of forthcoming meetings:

Full Council: Tuesday 10th September, Tuesday 12th November, Tuesday 4th February, Tuesday 20th May (Annual Meeting of the Parish Council and the Annual Parish Meeting)

Signed: _____ Dated: _____

Appendix 1: Finance Report

Status at last bank reconciliation 30th April 2024

Account	Amount
Lloyds Current	£14,145.72
Lloyds Savings	£31,465.69
Total	£45,611.41

Income

Income Detail	Amount
Interest	£32.47
VAT refund	£2,448.06
Precept	£5,350.00
Total	£7,830.53

Payments to be approved

Payment Date	Payee	Payment Detail	Amount
25-Apr-24	Google Domains	Web domain renewal	£10.00
14-May-24	A resident	Reimburse mower service costs	£253.90
14-May-24	Playsafety Limited	Play area safety inspection	£93.60
15-May-24	Hugo Fox	Website hosting	£11.99
22-May-24	Staff Costs	Staff Costs May	£371.88
		Total	£741.37