

**Minutes of the Annual Meeting of Frilsham Parish Council held on
Wednesday 17th May 2023 at 6.30pm in Frilsham Clubroom.**

Present

Cllr. M. Allum
Cllr. G. Barber
Cllr. B. Lyon
Mrs. H. Pratt (Clerk)
Mr. James Hole (Yattendon Estate)

- 1 **Election of a Chairman.**
Cllr. Barber proposed that Cllr. Allum be Chairman of Frilsham Parish Council (FPC) for the coming year. This was unanimously agreed. Cllr. Allum signed his Declaration of Office as Chairman.
- 2 **Election of a Vice-Chairman.**
Cllr. Lyon proposed that Cllr. Barber be the Vice Chairman of FPC for the coming year. This was unanimously agreed.
- 3 **To receive apologies for absence.**
Apologies of absence were received from District Cllr. Culver.
- 4 **Declarations of interest.**
- 4.1 **To receive declarations of interest.**
Declaration of interest forms were distributed to councillors for completion.
- 4.2 **Declarations of interest in agenda items.**
There were no declarations of interest in any agenda items.
- 5 **To approve minutes of meetings.**
The minutes of the meeting of FPC held on Wednesday 17th March 2023 were agreed as an accurate record of the meeting and signed by the Chairman. The minutes of the Extra Ordinary meeting of FPC held on Wednesday 26th April 2023 were agreed as a true record of the meeting and signed by the Chairman.
- 6 **Matters arising from the minutes.**
- 6.1 **Footpath Leaflet.**
Cllr. Allum spoke to Dick Greenaway about the footpath leaflet being printed on an “as needed” basis for the Yattendon Village Store. Mr. Hole commented that Yattendon Estate have printed some of the leaflets.
- 6.2 **Letter to David Benning.**
The Clerk will write a letter to David Benning thanking him for his many years of service to the parish as a councillor.
- 6.3 **Deer Fencing on the Allotment.**
Mike Goodenough has the materials for the deer fencing on the School Lane allotments. The invoices need to be submitted to the Clerk promptly for the grant funding to be obtained. A working party needs to be organised to install the fencing.
- 6.4 **Bus Shelter Roof.**
Cllr. Allum will check whether the bus shelter roof has been re-felted.
- 7 **Review of Corporate Documents.**
- 7.1 **Standing Orders.**
The Clerk reported that NALC have no recommended changes to the Standing Orders.
- 7.2 **Financial Regulations.**
The Clerk reported that NALC has no recommended changes to the Financial Regulations.

HP

MG
MA

MA

8	<p><u>To confirm positions on external committees:</u> The following positions on external committees were agreed:</p> <ul style="list-style-type: none"> • Frilsham Futures Implementation Group: Cllr. Lyon • Yattendon and Frilsham Sports and Social Trust: Cllr. Lyon • Pang Valley Flood Forum: Mike Goodenough (subject to his approval). 																									
9	<p><u>To review the Asset Register.</u> It was agreed that the asset register needs to be updated to include the CCTV equipment.</p>	HP																								
10	<p><u>Insurance Policy.</u> The insurance policy runs from 1st June to 31st May. The renewal quote is for £1,061.20. A much more favourable online quote has been obtained, but it specifically excludes zip wires. It was agreed that the Clerk should seek an alternative more favourable quote.</p>	HP																								
11	<p><u>Dates and times of ordinary meetings.</u> Meetings will continue to be held on the 2nd Wednesday of alternate months: July, September, November, January & March. An extra ordinary meeting will be needed in June to sign off the Governance and Accountability Return for the year ending 31st March 2023. It was agreed that this meeting will take place on Wednesday 28th June 2023 at 7.30pm.</p>																									
12	<p><u>Finances.</u></p>																									
12.1	<p><u>Financial Statement.</u> The Financial Statement was circulated to those present prior to the meeting and showed a balance of £48,885.38 once all payments and credits have cleared. Payments since the last meeting:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">West Berkshire Council (Emptying of bins to December 2022)</td> <td style="text-align: right;">£216.23</td> </tr> <tr> <td style="padding-left: 20px;">Frilsham Clubroom (Rent for meetings)</td> <td style="text-align: right;">£36.00</td> </tr> <tr> <td style="padding-left: 20px;">Frilsham Clubroom (Contribution to Coronation celebrations)</td> <td style="text-align: right;">£230.00</td> </tr> <tr> <td style="padding-left: 20px;">Parish Online subscription</td> <td style="text-align: right;">£48.00</td> </tr> <tr> <td style="padding-left: 20px;">Microsoft subscription</td> <td style="text-align: right;">£135.36</td> </tr> <tr> <td style="padding-left: 20px;">BALC membership</td> <td style="text-align: right;">£73.78</td> </tr> <tr> <td style="padding-left: 20px;">West Berkshire Council (Emptying of bins Jan to March 2023)</td> <td style="text-align: right;">£148.44</td> </tr> <tr> <td style="padding-left: 20px;">RoSPA inspection of play area</td> <td style="text-align: right;">£98.40</td> </tr> <tr> <td style="padding-left: 20px;">Gigaclear (April and May Broadband)</td> <td style="text-align: right;">£70.00</td> </tr> <tr> <td style="padding-left: 20px;">Salaries (March and April 2023)</td> <td style="text-align: right;">£450.48</td> </tr> <tr> <td style="padding-left: 20px;">Bank charges (15/2/23 to 14/4/2023)</td> <td style="text-align: right;">£18.00</td> </tr> <tr> <td style="padding-left: 20px;">Post Office Ltd (SSE for the phonebox)</td> <td style="text-align: right;">£34.72</td> </tr> </table> <p>A bank reconciliation to the last statement dated the 15th April 2023 with a balance of £40,353.39 was circulated prior to the meeting. A sum of £22,500 is ringfenced as a donation to the Clubroom for the refurbishment/rebuild project, up until 31st March 2022.</p>	West Berkshire Council (Emptying of bins to December 2022)	£216.23	Frilsham Clubroom (Rent for meetings)	£36.00	Frilsham Clubroom (Contribution to Coronation celebrations)	£230.00	Parish Online subscription	£48.00	Microsoft subscription	£135.36	BALC membership	£73.78	West Berkshire Council (Emptying of bins Jan to March 2023)	£148.44	RoSPA inspection of play area	£98.40	Gigaclear (April and May Broadband)	£70.00	Salaries (March and April 2023)	£450.48	Bank charges (15/2/23 to 14/4/2023)	£18.00	Post Office Ltd (SSE for the phonebox)	£34.72	
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13	<p><u>Any Other Business.</u></p>																									
13.1	<p><u>Co-option of Councillors.</u> The Clerk will add co-option of councillors to the agenda for the Extra Ordinary meeting on Wednesday 28th June.</p>																									

There being no further business the meeting closed at 7.10pm.

Next meeting:

Extra Ordinary meeting: Wednesday 28th June 2023 at 7.30pm

Frilsham Parish Council: Wednesday 12th July 2023 at 7.30pm in the Clubroom.