



# GORING-ON-THAMES PARISH COUNCIL

## Notice of the Annual Council Meeting of the Goring on Thames Parish Council

Tuesday 04<sup>th</sup> May 2021 at 7:30pm, Virtual Meeting

All Councillors are summoned to a Meeting of Goring on Thames Parish Council.

Members of the public and press are invited to attend all council meetings.

(Public Bodies (Admission to Meetings) Act 1960)

Members of the public and press are asked to keep their microphones muted throughout the meeting unless invited to speak by the Chairman.

Those in attendance who are considered to be interrupting a virtual meeting without invitation, will be muted. In accordance with the standing orders, the Chairman may order that a member of the public be removed, after warning, for interrupting the meeting.

Members are respectfully reminded of the obligation to declare any interests relevant to business to be *conducted at this meeting and of the convention as to withdrawal from the meeting for the relevant item unless* the interest is not one that debars the member from speaking thereon.

### Authority to Hold Virtual Public Meetings

The Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020 [LAPCP 2020] came in to effect on the 4<sup>th</sup> April 2020, allowing the use of virtual meetings until 6<sup>th</sup> May 2021

### Dial In Details for this Meeting

Telephone: 020 3713 5028 Access Code: 476-253-901

The Weblink is available on the parish council website under "Meeting and Minutes > Full Council Meetings"

### 7:30pm – prior to the start of the meeting; Questions and comments from members of the public (limited to 10 minutes in total)

*This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting. Members of the public may make only one address to the council of no more than three minutes' duration and only concerning topics on the agenda. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.*

## AGENDA

1. To elect a Chairman for the year ahead [LGA 1972 ss15(2) and 34(2)]
2. To receive Chairman's declaration of acceptance of office [LGA 1972 s83(4)]
3. To receive apologies for absence and to approve the reasons given. [LGA 1972 s85(1)]
4. To elect a Vice-Chairman for the year ahead [LGA 1972 s 15(6) & 34(6)]
5. Declarations of Interests [LA 2011 s31]

*Member to declare any interests, including Disclosable Pecuniary Interest they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for dispensations that accord the Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations)*

**6. To consider requests for Dispensations [LA 2011 s33]**

**7. To approve the minutes of previous council meetings [LA 1972 Sch 12. Para 41(1)]**

- 7.1. Meeting held on 08<sup>th</sup> March 2021
- 7.2. Matters arising from the minutes not elsewhere on the agenda.

**8. To receive Chairman's report and announcements**

**9. To reapprove Terms of Reference and appoint members and representatives to committees, Working Groups and other organisations.**

- 9.1. To review delegation arrangements and reapprove as suitable for use the Terms of Reference for the following Committees and Working Groups. [All Available on the Website]  
*To note all have been approved for first use in the last Financial Year*

- Staffing Committee ToR
- Traffic Management; Parking & Pedestrian Safety Committee ToR
- Media & Communications Committee ToR
- Neighbourhood Plan, Strategic Project – Goring CofE Primary School Working Group ToR
- Public Spaces Strategy Working Group ToR

- 9.2. To appoint members to the Planning Committee

*Previously: MBr; MBu; SL; DB; BU; LR; JW*

- 9.3. To appoint members to the Staffing Committee

*Previously: MBr; TVH; KB*

- 9.4. To appoint members to the Traffic Management; Parking & Pedestrian Safety Committee

*Previously: DB; SL; BU*

- 9.5. To appoint members to the Media & Communications Committee

*Previously: MBr; BU; EM*

- 9.6. To appoint members to the Neighbourhood Plan, Strategic Project – Goring CofE Primary School Working Group

*Previously: BU, LR*

- 9.7. To appoint members to the Public Spaces Strategy Working Group

*Previously: BU, LR; SL; EM*

- 9.8. To appoint one member to the Gap Festival Committee

*Currently Vacant*

- 9.9. To appoint members to the Goring Poor Allotment Charity

*Previously: KB, MBr; MBu*

- 9.10. To appoint one member to the Goring Volunteer Trust

*Previously: DB*

- 9.11. To appoint one member to Streatley with Goring Dementia Action Forum

*Previously: MBr*

- 9.12. To appoint members to the Twinning Association.

*Currently Vacant*

## 10. To receive any reports from representatives of external bodies.

11. To consider Councillors Responsibilities [To be provided at the meeting] ~~Appendix A~~

## 12. To receive Clerk's Report Appendix B

- 12.1. To note Clerk's Resignation from South Stoke Parish Council and therefore the shared use of SSPCs assets will no longer be possible.
- 12.2. To approve purchase of a smart phone for the Clerk, Budget £250
- 12.3. To approve purchase of a laptop for the Clerk, Budget £1100 **or** approve to replace the Clerk's personal computer if it is seized by any authorised authority due to any actions relating the Clerk's work as Clerk and RFO to Goring-on-Thames Parish Council.
- 12.4. To approve purchase of label printer and associated consumables, Budget £80
- 12.5. To approve Streatley Preschool to use the Gardiner Rec and offer use of the Pavilion for no cost, for 2 hours on 9<sup>th</sup> July.

## 13. To receive Facilities' Report Appendix C

- 13.1. Quotes to be requested to replace valves at pavilions in line with Legionnaires testing report. To approve budget up to £350 to complete the works.
- 13.2. Approve budget up to £250 to complete remedial works from Electrical inspections.
- 13.3. To approve purchase of 3 water filled fire extinguishers at an *estimated* cost of £45.00 each and additional yearly service charge of £5.00, approve budget of **£150** for immediate cost and additional **£15** yearly cost for inspections.
- 13.4. To approve purchase a replacement gate for Rectory Garden of simple design estimated £180.00, plus installation, maximum Budget, **£250**
- 13.5. To Approve purchase of 2 new black Glasdon Bollards with 2 white reflective band and fixings that will use the existing sockets in the ground. Budget: 2 bollards **£370.00**
- 13.6. To approve deep cleaning both pavilions Pavilion, budget **£750**
- 13.7. To approve Clerk & Facilities Assistant to contact all users of the pavilions and if necessary, meeting on site to be held with support of Councillors, to discuss the order in which the pavilions much be kept.
- 13.8. To approve an additional line item to the parish fees and charges sheet for cleaning if the facilities are not left in good order after use, council to decide level of that fee
- 13.9. Subsequent to resolution at the last meeting to survey the parish office. To approve budget of **£675**, to complete the works – cost of the preferred quote.
- 13.10. To approve cleaning of defaced signs around the village, not the responsibility of GPC, with purchase of a suitable cleaning agent (not more than £20), care to be taken to not damage signs and advise further action if necessary.
- 13.11. To approve reinstating a bin on the Gardiner Recreation Ground, to be ordered at the same time as the bollards, Approve Budget for **£130** for an Elipsa Bin, in Black from Galsdon, plus installation cost, not more than **£30**.
- 13.12. To approve purchase of the App 3 Year Fixed cost: £295 per year
- 13.13. To approve purchase of a smart phone for the Facilities Assistant, to run the App, complete the inspections in real time, and to be able to access the parish council email system. Budget £250

- 13.14. To approve a not to be exceeded budget without consultation with the Full Council for making safe the area of council responsibility adjacent to the school on the Bordillon Field, subject to receiving appropriate quotes, decision delegated to the Clerk to appoint contractor.

#### **14. Planning**

##### **To receive minutes of the planning committee meetings of:**

- 14.1. 23<sup>rd</sup> February 2021 **Appendix D**  
14.2. 23<sup>rd</sup> March 2021 **Appendix E**

##### **15. To receive Items of Correspondence and agree actions arising.**

- 15.1. Update from the GAP Festival and Request to block book Gardiner Recreation Ground  
**Correspondence 1**
- 15.2. Proposal from Goring in Bloom Regarding updating the village welcome signs, including considering whether to accept a donation to allow GPC to purchase the signs directly themselves.  
**Correspondence 2**
- 15.3. Request to Comment on Woodcote Neighbourhood Plan update  
**Correspondence 3**
- 15.4. Request from CPRE to comment on Sewage, Flooding & Water issues in your parish  
**Correspondence 4**
- 15.5. Request to “Partner” in a venture to secure the future of Streatley Youth Hostel  
**Correspondence 5**

##### **16. To receive reports and consider actions arising from Working Groups and Committees**

- 16.1. NP Strategic Project – Goring CofE Primary School WG  
16.2. Conservation Area Appraisal WG  
16.3. Traffic Management, Parking & Pedestrian Safety Committee  
16.4. Station Road Sub-Committee  
16.5. Communications Committee  
16.6. Staffing Committee
- To receive minutes of the meeting of 22<sup>nd</sup> March 2021 **Appendix F**

##### **17. Public Spaces Review**

- 17.1. To receive an update on activities of the working group since the last meeting and agree actions.  
17.2. To consider a request from the Working Group pursue the Goring Summer of Play 2021 and employ a co-ordinator to manage and deliver the process to a Budget of £10,000  
17.3. To Approve Summer of Play 2021 Scope, and Budget **Appendix G**  
17.4. To Approve Job Description for Summer of Play Co-ordinator **Appendix H**

## **18. Finance – Financial Year 2020-2021**

**Appendix I**

- 18.1. To approve finalised payment schedule for March 2021
- 18.2. To note receipts for March 2021
- 18.3. To review and confirm the asset register as at 31<sup>st</sup> March 2021
- 18.4. To approve the annual accounts for 2020/2021, including:
  - variances report
  - budget variations
  - cash and investment reconciliation
- 18.5. To receive the Internal Audit report, consider recommendations and agree actions
- 18.6. To agree content and approve the Annual Governance and Accountability Return (AGAR) Section 1 “Annual Governance Statement” 2020/2021
- 18.7. To approve the Annual Governance and Accountability Return (AGAR) Section 2 “Accounting Statements” 2020/2021
- 18.8. To approve the dates for the public rights of inspection: 3<sup>rd</sup> June – 14<sup>th</sup> July 2021, being 30 working days including the first 10 working days of July.
- 18.9. To confirm the arrangements for insurance cover in respect of all insurable risks

## **19. Finance – Financial Year 2021-2022 [To be presented at the meeting] Appendix J**

- 19.1. To consider and approve list of standard or recurring payments for FY 2021/2022
- 19.2. To approve list of councillors to be Bank Signatories and approve updating the mandate to reflect this.

## **20. Governing Documents**

### **To approve updated versions of the following for the Financial Year 2021-2022**

- 20.1. To approve that the Standing Orders and Financial Regulations as approved in the March 2021 meeting are suitable for use for the year ahead.
- 20.2. To approve new policy: Reserves Policy **Appendix K**
- 20.3. To approve new policy: Cash Receipts Policy **Appendix L**
- 20.4. To approve Financial Risk Assessment Policy **Appendix M**
- 20.5. To approve the Internal Controls Statement **Appendix N**
- 20.6. To approve effectiveness of Internal Audit document **Appendix O**

## **21. Matters for future discussion.**

### **22. To confirm the time and date of the next meeting**

- 22.1. In light of the ongoing COVID-19 pandemic to approve implementing a scheme of delegation to the Proper Officer. **Appendix P**
- 22.2. If the Council does not approve a scheme of delegation, to consider how to proceed with in person meetings and agree actions.
- 22.3. To agree meeting dates for the year ahead for either virtual or in person meetings if no scheme of delegation is in place.