

Annual Council Meeting

14th May 2025



AGENDA

To all members of Speen Parish Council,

You are duly summoned to attend the Annual Meeting of Speen Parish Council on Wednesday 14th May 2025 at Speen Pavilion, Speen Recreation Ground starting at 7pm.

Becki Hannington (*dated 8th May 2025*)

Open session

Parishioners are invited to attend and question the Parish Council on issues in this agenda or raise issues for future consideration at the discretion of the Chairman. Fifteen minutes have been set aside for press and public questions at the start of the meeting. The council will endeavour to answer any question put to it but may have to respond to the questioner at a later date or consider placing the matter on the agenda for the next meeting. After this Open Session, members of the press and public may not take part in the Parish Council meeting itself unless invited to do so by the Chair in accordance with Standing Orders.

1. Election of Chair

Proposal: To elect the Chair for the 2025/26 term and receive the Chair's signed Declaration of Acceptance of Office

2. Apologies for Absence – To receive apologies.

3. Election of Vice-Chair

Proposal: To elect the Vice Chair for the 2025/26 term and receive the Vice Chair's signed Declaration of Acceptance of Office

4. Declarations of Interests – To declare any financial, personal and/or prejudicial interests and their nature in relation to items of this Agenda

5. Open Session – to receive questions or comments from Members of the Public in attendance

6. Minutes: To approve the minutes of the Full Council meeting held on 12/03/2025 (draft)

7. Finance & HR Committee

7.1 **Proposal:** To consider and resolve upon membership of the Finance and HR Committee for 2025/26.

7.2 **Proposal:** To appoint the Internal Financial Controller for 2025/2026.

8. Planning & Highways Committee

8.1 Minutes – to note Minutes of the Planning and Highways Committee meeting held on 11/12/2024 (draft)

8.2 **Proposal:** To consider and resolve membership of the Planning & Highways Committee for 2025/26.

8.3 **Proposal:** To appoint the Planning and Highways Champion for 2025/26 (should the committee not continue for 2025/2026).

9. Standing Orders & Financial Regulations

9.1 **Proposal:** To adopt the Council's Standing Orders for the 2025/26 term (no revisions).

9.2 **Proposal:** To adopt the Council's Financial Regulations for the 2025/26 term (no revisions).

10. Review of members representation on or work with external bodies and any arrangements for reporting to Council

11. Register of Councillors' Interests – to confirm that Councillors' ROI forms are current and to advise Clerk if updates are required.

12. Year End Accounts 2024/2025 (*Clerk as RFO*).

12.1 To retrospectively note payments for March 2025.

12.2 **Proposal:** To approve Year End Accounts for 2024/2025.

13. Annual Governance and Accountability Return 2024/2025 (*Clerk as RFO*).

13.1 **Proposal:** To approve Annual Internal Audit Report 2024/25 (detailed auditor report & page 3).

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13.2 **Proposal:** To approve Section 1 – Annual Governance Statement 2024/25 (page 4).

13.3 **Proposal:** To approve Section 2 – Accounting Statements 2024/25 (page 5).

14. Financial Report (Clerk as RFO)

14.1 Balance in Bank as at 30/04/2025.

14.2 To retrospectively note payments for April 2025.

14.3 **Proposal: to accept Finance Reports to April 2025.**

15. WBC Proposed Bus Stop Clearways Markings

Proposal: To review the potential bus stop clearway marking works and agree comments/suggestions to return to the Transport Team at WBC.

16. Speen Recreation Ground High-Risk Repairs

To note payment made for high-risk repairs to play equipment at Speen Recreation Ground authorised by Clerk on 25/03/2025 under Financial Regulations (5.6.j) for extreme risk to the delivery of council services.

17. Speen Recreation Ground Medium-Risk Repairs

Proposal: To approve quotation to repair/replace damaged fencing to toddler play area deemed as medium-risk on latest ROSPA inspection. To be funded from CIL monies (earmarked Reserves).

18. Speen Recreation Ground Youth Shelter Project – Update from Clerk.

19. Speen Fete Councillor Stall Representation

Proposal: To decide upon SPC representation at the Speen Fete.

20. Marsh Benham Recreation Ground Fence - To resolve upon if repairs to the fence surrounding the recreation ground are necessary at this time.

21. WBC Libraries Community Bookshelf

Proposal: To implement a Community Bookshelf at Speen Pavilion.

22. Ordinary Full Council Meeting Dates 2025/26 and Annual Council Meeting Date 2026/27

22.1 **Proposal:** To agree Ordinary Full Council meeting dates for 2025/2026.

22.2 **Proposal:** To agree Annual Council Meeting for 2026/27 be set as Wednesday 13th May 2026.

23. Date of Next Meeting: TBC