

Annual Council Meeting

13th May 2026



AGENDA

To all members of Speen Parish Council,

You are duly summoned to attend the Annual Meeting of Speen Parish Council on Wednesday 13th May 2025 at Speen Pavilion, Speen Recreation Ground starting at 7pm.

Becki Hannington (*dated 6th May 2026*)

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 2026/27 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 2026/27 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 11/03/2026 (draft)

7. Staffing Committee

7.1 **Proposal:** To consider and resolve upon membership of the Staffing Committee for 2026/27.

7.2 **Proposal:** To review and approve the TORs for the Staffing Committee for 2026/27 with no revisions (subject to any amendments agreed by the council).

8. Internal Financial Controller

Proposal: To appoint the Internal Financial Controller for 2026/27.

9. Standing Orders & Financial Regulations

9.1 **Proposal:** To adopt the Council's Standing Orders for the 2026/27 term with revisions (subject to any amendments agreed by the Council).

9.2 **Proposal:** To adopt the Council's Financial Regulations for the 2026/27 term with revisions (subject to any amendments agreed by the Council).

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 2025/2026 (*Clerk as RFO*).

12.1 To retrospectively note payments for March 2026.

12.2 **Proposal:** To approve Year End Accounts for 2025/26.

13. Annual Governance and Accountability Return 2025/2026 (*Clerk as RFO*).

13.1 **Proposal:** To approve Annual Internal Audit Report 2025/26 (detailed auditor report & page 3).

13.2 **Proposal:** To approve Section 1 – Annual Governance Statement 2025/26 (page 4).

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- 13.3 **Proposal:** To approve Section 2 – Accounting Statements 2025/26 (page 5).
- 13.4 **Exercise of Public Rights** – To note the dates of the period for the exercise of public rights for 2025/26 as Wednesday 3rd June 2026 – Tuesday 14th July 2026.
14. **Financial Report (Clerk as RFO)**
- 14.1 **Bank Balance** - To note bank balance as at 30/04/2026.
- 14.2 **April Payments** - To retrospectively note payments for April 2026.
- 14.3 **Finance Reports to 30/04/2026**
Proposal: To accept the finance reports to 30/04/2026.
15. **Speen Fete Councillor Stall Representation**
Proposal: To decide upon SPC representation at the Speen Fete on Saturday 13th June 2026.
16. **WBC Members Bids 2026/2027 / Recreation Ground Drainage**
- 16.1 **Proposal:** To review and approve costs of the 2026/2027 Members Bid Project to submit to WBC.
- 16.2 **Proposal:** To review and approve costs of annual drainage treatments at Speen & Stockcross recreation grounds.
17. **Policies & Procedures**
- 17.1 **Data Breach Policy & Procedure**
Proposal: To review and approve the new Data Breach Policy & Procedure (subject to any amendments agreed by the council).
- 17.2 **Data Audit**
Proposal: To review and approve the new Data Audit (subject to any amendments agreed by the council).
- 17.3 **Privacy Notice – Hall/Recreation Ground Hire Applications**
Proposal: To review and approve the new Privacy Notice for Hall/Recreation Ground Hire Applications (subject to any amendments agreed by the council).
- 17.4 **Privacy Notice – S137 Grant Aid Applications**
Proposal: To review and approve the new Privacy Notice for S137 Grant Aid Applications (subject to any amendments agreed by the council).
18. **S137 Grant Application**
Proposal: To review and decide upon approval for S137 Grant Aid application from PALS
19. **Planning Applications** - To consider the following applications and agree comments to be submitted to West Berkshire Council:
- 19.1 **26/00756/HOUSE – 36 Stockcross, Newbury, RG20 8JX**
The demolition of a rear flat roof extension. New rear extension, new side extension and internal remodelling to create an open plan kitchen/dining with utility, pantry and WC.
- 19.2 **26/00859/ADV – Watermill Theatre, Bagnor, Newbury, RG20 8AE**
Replacement of 3 permanent signs on the lead up to the Watermill's main site as the organisation has had a rebrand with a change of logo: 1 – Sign at the end of the lane leading down to the theatre with the Watermill logo. 2 – Sign at the entrance to the Watermill's additional car park. 3 – Welcome sign at the gates of the main site.
20. **Planning Decisions** – For information only.
- 20.1 **26/00082/HOUSE** – 87 Bath Road, Speen, Newbury, RG14 1RA – **GRANTED**
- 20.2 **26/00160/HOUSE** – Ladywell House, Speen Lane, Speen, Newbury, RG14 1RJ - **GRANTED**
21. **Grove Road Speeding** – Update from Clerk on behalf of Cllr Gourley.
22. **WBC VAS/SID Policy** – To review the latest VAS/SID Policy from West Berkshire Council.

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23. Business Debit Card Application

Proposal: To approve the application for a business debit card for the Clerk's use and for the Clerk and one other authorised signatory to sign the application form.

24. Streetlighting Contract Additional Clause

Proposal: To review and approve additional clause to be added to the otherwise approved streetlighting contract renewal for 2026/2027.

25. Medium-Risk Repairs – To review and approve quotes for medium-risk repairs identified as high-risk on the latest ROSPA inspections.

25.1 Marsh Benham

Proposal: To approve the quote for medium-risk repairs to Marsh Benham Recreation Ground at a cost of £1,352 + VAT (to be funded from CIL monies).

25.2 Speen

Proposal: To approve the quote for medium-risk repairs to Speen Recreation Ground at a cost of £1,580 + VAT (to be funded from CIL monies).

25.3 Stockcross

Proposal: To approve the quote for medium-risk repairs to Stockcross Recreation Ground at a cost of £2,274 + VAT (to be funded from CIL monies).

26. Website MOT

Proposal: To approve the quote for website MOT to assist with accessibility and WCAG2.2AA compliance (as per the internal audit recommendations) at a cost of £145 + VAT.

27. Bus Shelter Grant

Proposal: To consider possible locations for bus shelter installation to submit to West Berkshire Council for funding.

28. SPC Newsletter/Mailchimp

Proposal: To review and approve the costs associated with the setting up of Mailchimp for the distribution of the SPC Newsletter.

29. Ordinary Full Council Meeting Dates 2026/27 and Annual Council Meeting Date 2027/28.

29.1 **Proposal:** To agree Ordinary Full Council meeting dates for 2026/27.

29.2 **Proposal:** To agree Annual Council Meeting for 2027/28 be set as Wednesday 12th May 2027.

30. Date of Next Meeting: TBC.