



Colnbrook with Poyle Parish Council

Email: clerk@colnbrookwithpoyle-pc.gov.uk

Chair of the Council

Andrea Escott- 07973 386678

Ref: NR/CPPC/FPM0521

To: Cllrs. Babuta, Bedi, Bennett, Escott, John, Kahlon, Oakley, Rana, Small, Smith and Viridi

Dear Councillor,

You are hereby given notice of, and summoned to attend, **the Annual Meeting** of the Full Parish Council to be held **at Colnbrook Village Hall on Tuesday 17th May commencing at 7.30 pm**, when it is proposed to transact the business specified in the following Agenda.

Yours sincerely,

Joanna Cadman

Locum Clerk

Colnbrook with Poyle Parish Council

11th May 2022

Agenda

1. Election of Chairman and acceptance of office

2. Chair's Welcome

3. Receive and Approve Apologies for Absence

4. Declaration of Interests

5. Election of Vice Chairman and acceptance of office

6. Public Session: Limited to 15 minutes

Neighbourhood Policing update.

7. Minutes: - To approve as a correct record the minutes of the Parish Council meeting held Tuesday 19th April 2022 **Annex 1**

Matters Arising from the above minutes

8. Statutory Documents

To consider and approve the following statutory documents:

- i. Standing orders *Annex 2***
- ii. Financial regulations *Annex 3***
- iii. Code of Conduct *Annex 4***
- iv. Risk assessment *Annex 5***

9. Chairmans allowance

10. To appoint an Internal Auditor for 2022/23

11. Appointment of Members to following committees:

- a) Services Committee
- b) Finance and Policy Committee
- c) Discussion about meetings of Standing Committees and participation

12. To appoint Representatives on the under mentioned Bodies:

- a. Colnbrook Village Hall Trust
- b. Berkshire Association of Local Councils/ HALC
- c. Local Focus Forum:
- d. SBC Audit & Corporate Governance Committee
- e. Colnbrook Residents Association
- f. Neighbourhood Action Group
- g. Flood Action Group
- h. Westfield Residents Association
- i. Conservation Area Sub-Committee

13. Planning: - To consider any new planning applications relating to the Parish of Colnbrook with Poyle.

14. Community Art Classes

To receive a recommendation from Cllr John.

15. Finance & Policy

- To ratify latest payment sheet *Annex 6*
- To receive the final statement of account for 2021/22 *Annex 7*
- To receive and note the bank reconciliation to 31st March 2022 *Annex 8*
- To advise details and timings for the Internal audit

16. Services

- a) Hanging baskets
- b) Recreation ground update
- c) Christmas 2022 *Annex 9*

17. Jubilee Celebrations – To discuss PC's plans.

18. Neighbourhood Action Plan.

19. Annual Parish Meeting: 26th April: members to receive a report

20. Chairman's Questions and Correspondence

21. To schedule dates and times of meetings for the year 2022/23