



The Jubilee Room
Braywood Memorial Hall
Fifield Road
Fifield, SL6 2NX
Tel: 01628 777997
Web: www.brayparishcouncil.gov.uk
Twitter: @parishbray

To: All Members of the Council

CLLr S Cross, CLLr K Elvin (Chairman), CLLr J Glover, CLLr J Filipczak-Korczak CLLr C Graham, CLLr L Kneen, CLLr N Pellew, CLLr J Phillips, CLLr M Pierce, CLLr R Tavinor, CLLr L Walters, CLLr D Wilson.

Dear Sir/Madam,

You are hereby summoned to attend the Annual Meeting of Bray Parish Council which will be held at Braywood Memorial Hall, Fifield Road, Fifield at 7:00pm on Monday 20th May 2024 where the following business will be transacted.

Members of the Public and the Press are welcome to attend.

Yours faithfully

Ms. Esther Cope

Ms. Esther Cope,
Clerk/RFO to the Council

Filming/Recording of Meetings – The Council permits the filming, recording and photography of its public meetings. By attending the meeting, you are consenting to being filmed / recorded unless you notify the Clerk in advance that you do not wish to be.

Agenda

001/2024 Chairman's request

That all mobile devices are switched off for the duration of the meeting
A reminder to all in attendance of the fire safety regulations for the venue of the meeting

002/2024 Election of the Chairman for the forthcoming year and signing of the Acceptance of Office

003/2024 Apologies for absence, declarations of Interest and Dispensations

004/2024 Election of the Vice-Chairman for the forthcoming year and signing of the Acceptance of Office

005/2024 Election of the Planning Committee Chairman for the forthcoming year

006/2024 Election of the Planning Committee Vice-Chairman for the forthcoming year

007/2024 Health and Safety

008/2024 Minutes from previous meetings

To approve the minutes of the meeting held on Monday 15th April 2024

009/2024 Public Question Time

The meeting will be adjourned for a maximum of 15 minutes to allow members of the public, if present, to make representations, ask questions and address the Council about matters of local concern. All attendees wishing to ask a question are requested to email the Clerk their questions prior to the meeting

010/2024 Co-Option

To consider applications for co-option

011/2024 Clerks Briefing

To receive a report from the Clerk

012/2024 Finance Committee

To receive a report from the Finance Committee meeting Wednesday 24th April 2024

012.001 Annual accounts for the year to 31st March 2024

012.002 To receive the report from the Internal Auditor for the year to 31st March 2024

012.003 Annual Governance Statement Section 1 2023/2024

Councillors to consider the recommendation of the Finance Committee to approve the Annual Governance Statement Section 1 2023/2024

012.004 Annual Governance Statement Section 2 2023/24

Councillors to consider the recommendation of the Finance Committee to approve the Annual Governance Statement Section 2 2023/2024

012.005 To approve the Finance Committees proposal to increase in Councillors training budget for FY2024/25

012.006 To approve employment of Breakthrough Communications to complete Councillor Training FY2024/25

012.007 To approve Basic Parish Allowances for FY2024/25

012.008 Councillors to consider approval of the following grant requests

- Mr James Camplin for a grant of £205.
- Thames Valley Hospice for a grant of £1,000.
- Citizens Advice East Berkshire for a grant of £400.
- OGAFCA – Fifield Fun Day for a grant of £1,500.

012.009 To approve the following policies as recommended by the Finance Committee

- Allotment Rent Review
- Cemetery Fees Review
- Cemetery Internment Notice
- Cemetery Terms and Conditions
- Financial Regulations
- Fixed Asset Capitalisation Policy
- Grants Policy and Application Form
- Investment Policy
- Social Media Policy
- Tennis Court Policy
- Website Accessibility Statement

013/2024 To approve payment of Direct Debits and Standing Orders for FY2024/25

014/2024 Strategy Committee

To receive a report from the Strategy Committee meeting Wednesday 8th May 2024

014.001 To approve the following policies as recommended by the Strategy Committee

- Code of Conduct
- General Data Protection Regulations
- Standing Orders
- Terms of Reference
- Lone working Policy
- Disciplinary and Grievance Procedures
- Sickness Policy
- Staff Appraisal Policy

014.002 To approve Committee and Working Group Memberships for CY 2024/25

014.003 To approve dates and times of Council and Committee meetings for CY 2024/25

014.004 To review the current list of approved policies and best practice documents

015/2024 Bray and the Fisheries

To receive a report from Ward Councillors of events in the Ward

015.001 To approve access request to Jubilee field, for car parking and children's fair during Bray village fete 8th September 2024

015.002 To approve parking suspension, Causeway car park for Bray village fete

015.003 To approve temporary toilet facilities on Bray green for the duration of Bray village fete

016/2024 Fifield, Oakley Green and Dedworth

To receive a report from Ward Councillors of events in the Ward

017/2024 Holyport

To receive a report from Ward Councillors of events in the Ward

018/2024 Chairman's Business

To receive a report from the Chairman

019/2024 RBWM Update

To receive a report from RBWM Ward Councillors Cllr Cross and Cllr Walters

020/2024 Correspondence and General Matters

To inform Councillors of the details of correspondence and general matters

021/2024 Matters Arising from previous meeting

022/2024 Date of the next meeting, Annual Electors Meeting Monday 31st May 2024

Venue: Bray Village Hall, SL6 2AR

Start Time: 7:00pm

Speakers to be confirmed