

COLD ASH PARISH COUNCIL



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8th November 2023

To: All Members of the Council

You are summoned to attend a Meeting of **COLD ASH PARISH COUNCIL** on Tuesday 14th November 2023 at 7pm in the Acland Hall.

Yours faithfully,



Rosie Jardine, Clerk to Cold Ash Parish Council

Public Participation

There will be 15 minutes at the beginning of the meeting to hear public questions and comments. A member of the public shall not speak for more than three minutes and a question shall not require a response at the meeting nor start a debate on the question.

A G E N D A

239348 Apologies for Absence

To receive, and consider for approval, apologies for absence and reasons given.

239349 Declarations of Interest

Members are reminded to declare any interest on any item on this agenda at this point or at any point during the meeting in accordance with Cold Ash Parish Council's Code of Conduct.

239350 Minutes

To approve and sign minutes of the meeting held on 24.10.23

239351 Project Update

To receive a report regarding the current Recreation Ground Project and to resolve, if appropriate, the

- a) approval of chosen contractors and place orders, Doc no. 23 (suppliers and Costings).
- b) approval to Recommended position of the Table Tennis + Basketball court, Doc No. 16 (Table Tennis & Basketball court Position)
- c) provision of a purchase order by the Parish Clerk to Proludic in order to proceed

239352 Clerk's Report

To receive a report from the Parish Clerk outlining actions taken following the meeting held on 24.10.23 – report to follow

239353 Interim Internal Audit

To note the Internal Auditor's Interim Report and to consider and resolve, if appropriate, temporary additional hours for the Clerk to create a retrospective Cashbook for the current financial year, estimated at 3 hours per week across 8 weeks totaling 24 hours – report to follow

239354 Finance & General Purposes Committee

To receive a report from the Committee and consider recommendations for resolution regarding

- a) Poor's Allotments & Recreation Ground Charity – to discuss future administration of the Charity considering both the Auditors' reports and recommendations as well as the fact that the Council has fully administered the Charity thus far. The Committee proposes to use HALC for legal advice (one hour free but subsequently chargeable) to establish whether the full separation of the Charity business from the Council is in fact required or if there is an alternative, simpler way. Council is asked to consider and approve spending in principle on legal advice from HALC before further work is undertaken.
- b) Fees & Charges – to adopt the amended Fees & Charges schedule for 2024-2025 – report to follow
- c) Online Banking – to apply for online banking with the Council's existing banking provider, The Co-Operative Bank, for a trial period to assess satisfactory function. It may be necessary to consider an alternative banking provider in the future.
- d) Library Contributions – to discuss and resolve, if appropriate, a 2024-2025 contribution to the West Berkshire Libraries Service – report detailing other parish contributions to follow
- e) Frequency and location of Council meetings
 - i) to return to meeting in the Acland Committee Room as pre-Covid, a cost saving of £38.00 per meeting.
 - Memorial Hall is £30p/h x 2 hours
 - Committee Room is £11/h x 2 hours
 - ii) to reduce Council meetings to once per month, a cost saving on venue hire and a saving of time for both members and Clerk.
- f) Finance Software– to note that a budget line for a subscription to Finance Software was discussed and recommended in principle subject to a decision as to whether a ledger would be required for the Council only or for the Charity as well.
- g) Local Implementation of the NDP – to discuss the addition of a new budget line to facilitate the NDP's implementation.

239355 Neighbourhood Development Plan (NDP) Update

To receive an update from Cllr McArdle

239356 Draft Rights of Way Improvement Plan 2023-2033

To approve the final wording of comments on the Draft Plan for submission to WBC.

239357 Contractor's Tree Report

To note the Council contractor's tree report and to resolve, if appropriate, to approve the cost of works recommended following the report, totaling £360.00

239358 **Flood Warden Equipment – Drain Rods**
To receive a report from Cllr McArdle and to resolve, if appropriate, to approve the cost to purchase professional drain rods for use by the Flood Warden.

239359 **Finance**
1. Items for payment - To review and approve items of expenditure
2. Bank reconciliation for approval – To receive, approve and sign bank reconciliations prepared by the RFO for October 2023 and Chair to sign the bank statement
3. Payments against Budget - to note the Analysis of Payments against Budget to October 2023
4. NALC annual incremental pay increase - To note that the NALC annual incremental pay increase for the year commencing 1.4.23 was recently agreed and that backdated pay due to the Clerk and retiring Clerk will be processed accordingly as lump sums using the Council's designated payroll provider and that the Clerk's future salary will be calculated at the increased rate for SCP 15. Back-payments will be included in the December payment schedule.

239360 **Councillors' Reports & Questions**
To receive reports and questions from Parish and District Councillors.

239361 **Correspondence**
To note the following correspondence received since the last meeting of Council:
St Mark's Parish News
Clerks & Councils Magazine