



# SUNNINGDALE PARISH COUNCIL

Minutes of the Annual Parish Council Meeting **Tuesday 9<sup>th</sup> May 2017**

At 7.30 pm at the Pavilion, Broomhall Lane

	Agenda Item
33/17	<b>Welcome and Introductions</b> Made by the standing Chairman of Council
34/17	<b>In Attendance:</b> Anne-Catherine Buxton (Chair); Robin Booth; Mary Sayer; Anne Brindle; Lilly Evans; Michael Burn <b>Apologies for absence:</b> Yvonne Jacklin; Valerie Pike; Jane Brett
35/17	<b>Declaration of interest</b> for items on the agenda. <b>None</b>
36/17	<b>Appointment of Chairman of the Council</b> Anne-Catherine Buxton was nominated by Anne Brindle Anne-Catherine Buxton was seconded by Robin Booth Anne-Catherine Buxton was duly elected Chairman for the forthcoming year. Anne-Catherine Buxton signed the Declaration of Office Form, witnessed by the Clerk to the Council
37/17	<b>Appointment of the Vice-Chairman of the Council</b> Yvonne Jacklin was nominated by Anne-Catherine Buxton Yvonne Jacklin was seconded by Anne Brindle Yvonne Jacklin was duly elected the Vice-Chairman for the forthcoming year.
38/17	<b>Appointment of Committee Members to Council Committees, Working Groups and Representatives for Council</b> As detailed in the Terms of Reference Document, Councillors elected to join committees, working groups and become representatives for council for external organisations and roles. Members of Committees, Members of Working Groups, Representatives and Nominees are recorded in the document attached, <b>Council Committees and Representatives</b> The Planning Committee is a full council committee and assumes that unless councillors opt out of the committee they are automatically part of this committee. Mary Sayer opted out for the council year 2017 18
39/17	<b>Appointment of Chairman of Committees</b> Finance: Robin Booth was nominated by Anne-Catherine Buxton Robin Booth was seconded by Lilly Evans Robin Booth was duly elected Chairman for the forthcoming year unanimously Planning: Yvonne Jacklin and Michael Burn were nominated by Anne-Catherine Buxton Yvonne Jacklin and Michael Burn were seconded by Anne Brindle Yvonne Jacklin and Michael Burn were duly elected Co-Chairman for the forthcoming year Projects: Lilly Evans was nominated by Robin Booth Lilly Evans was seconded by Anne-Catherine Buxton Lilly Evans was duly elected Chairman for the forthcoming year

	Chairs of Working Groups will be voted in as the first order of business in their next meeting.
40/17	<p><b>To accept the Governing Documents and Policies of Council</b></p> <p>Council noted that the documents had been available for review on the internal website since the 21<sup>st</sup> and 25<sup>th</sup> April. Apart from modification to the Skills Matrix proposed by Mary Sayer, there were no further proposals for change received by the Clerk's office to date and therefore the Chair moved that council approved the documents as listed on the Sunningdale Annual Review with the Skills Matrix being re-issued to Councillors.</p> <p>Council <b>approved</b> the documents unanimously</p> <p>The document layout and branding was requested to be reviewed in house this year by RD and MS</p>
41/17	<p><b>To accept the Proposal referring the Financial Regulation Documents for review</b></p> <p>Council accepted the Proposal from Cllr A-C Buxton to refer the regulations due to the last reviewed date to the finance committee for review and update.</p> <p>Council <b>approved</b> this request unanimously</p>
42/17	<p><b>Council Approved the Minutes of Council of 14<sup>th</sup> March 2017</b></p> <p>No matters arising</p>
43/17	<p><b>Announcements from the Chairperson</b></p> <p><b>Battle's over Beacon:</b> The Chair updated council with the document made available on the internal website detailing Sunningdale as one of the participants in the Battle's over Britain.</p> <p>Council suggested this was allocated to the Recreation Working Group to review and assess the amount of work this would entail and the costs associated.</p> <p><b>Sunningdale Bowling Club:</b> The Chair updated the council that after her visit to the club, she has agreed to award them the full £200 grant as approved by council on the 14<sup>th</sup> March.</p> <p><b>Cancellation of the APM:</b> After a discussion around the complexities of the election Purdah and availability of the RBWM officers, council agreed to postpone the decision of when the meeting could be held, looking at a date in September.</p>
44/17	<p><b>Public Adjournment</b></p> <p>No questions were received from members of the public</p>
45/17	<p><b>Presentation of Committee Minutes</b></p> <p>Projects Committee Minutes of 11<sup>th</sup> April were presented by Cllr L Evans with no matters arising</p> <p>Finance Committee Minutes of 11<sup>th</sup> April were presented by Cllr R Booth</p> <p>ACTION: RD to confirm the status of the rent agreement for Pavilion Side office, currently being rented by the Village Hall marketing team</p>
46/17	<p><b>Financial Report</b></p> <p>Council received and approved the RFO's financial report to council and the end of year position for budget and reserves.</p>
47/17	<p><b>Information Sharing</b></p> <p><b>Add as agenda items for the next meeting</b></p> <p>RB: Attended the scouts service and came away with the suggestion of a community spirit award</p> <p>MS: Facebook link to build business relationships</p> <p>AB: M25 animal killer, happened in Bracknell. RD to take to NAGS Wednesday 10<sup>th</sup> May 2017.</p> <p>LE: Update on S106 and CiL with regards to infrastructure funding. What input can the Parish have? LE to ascertain the people involved in the decision for the S106 and CiL.</p>

Meeting Closed at 9:45pm