

FRPC Parish Council for The Farnhams

Information for the Parish Council Meeting on 28 June 2021

3 **Matters Arising (not covered elsewhere on the agenda - for information only)**

3.1 Update on Buckinghamshire Council Informal Parking Review

The Parish Council has not been advised of the outcome of the Informal Review but feedback from the Buckinghamshire Council information event will be given at the meeting.

4 **To review the terms of reference of the Finance Committee and appoint members**

At the last meeting of the Finance Committee it was agreed to recommend to the Parish Council that all councillors are members of the Finance Committee. The terms of reference have been revised to reflect this recommendation. A copy of the minutes of the last committee meeting and the terms of reference have been circulated to councillors separately.

5 **To review the terms of reference and appoint members to serve on the following Working Groups:**

5.1 Open Spaces Working Group

The terms of reference have been revised to reflect that meetings may be held in person and/or remotely via Zoom or other video meeting platforms. A copy has been circulated to councillors separately. It has been suggested that this working group may be disbanded and this will be discussed at the meeting.

5.2 Kingsway Green, The Broadway and Village Flowers Working Group

The terms of reference have been revised to reflect that meetings may be held in person and/or remotely via Zoom or other video meeting platforms. A copy has been circulated to councillors separately. It has been suggested that this working group may be disbanded and this will be discussed at the meeting.

5.3 Projects Working Group

This is a new working group and the terms of reference are to be considered by the Parish Council for the first time. A copy has been circulated to councillors separately.

5.4 Planning Working Group

The terms of reference have been revised to reflect that meetings may be held in person and/or remotely via Zoom or other video meeting platforms. A copy has been circulated to councillors separately.

6 **To appoint representatives on the following Outside Bodies:**

6.1 Burnham Beeches Community Board

6.2 Rights of Way Liaison Group

6.3 Farnham Common Sports Club

6.4 Farnhams Magazine

6.5 Burnham Beeches and Stoke Common Consultation Group

6.6 South Bucks Association of Local Councils

7 **To review the following policies:**

7.1 Tree Safety Management

7.2 Pre Application Meetings with Developers

7.3 Co-option

7.4 Expenses

A copy of each policy has been circulated to councillors separately.

It is being proposed that the remaining policies are reviewed as follows:

September 2021:

- Signage
- Promotional Materials
- Communication and Involvement

January 2022:

- Dignity at Work/Bullying and Harassment
- Grants
- Information and Data Protection

March 2022:

- Recording, Photography and Use of Social Media at Meetings
- Document Retention and Disposal
- Social Media

8 **To agree meeting dates and times for parish council meetings and committee meetings for 2022**

The following dates and times are suggested:

12 January Finance Committee	Farnham Common Village Hall	10.00am
24 January Full Council	Farnham Common Village Hall	7.30pm
21 February Full Council	Farnham Royal Village Hall	7.30pm
28 March Full Council	Farnham Common Village Hall	7.30pm
13 April Finance Committee	Farnham Common Village Hall	10.00am
25 April Full Council	Farnham Royal Village Hall	7.30pm
23 May Annual Meeting	Farnham Common Village Hall	6.30pm
23 May Annual Parish Meeting	Farnham Common Village Hall	8.00pm
15 June Finance Committee	Farnham Common Village Hall	10.00am
27 June Full Council	Farnham Royal Village Hall	7.30pm
13 July Finance Committee	Parish Council Office	10.00am
25 July Full Council	Farnham Common Village Hall	7.30pm
26 September Full Council	Farnham Royal Village Hall	7.30pm
12 October Finance Committee	Farnham Common Village Hall	10.00am
24 October Full Council	Farnham Common Village Hall	7.30pm
28 November Full Council	Farnham Royal Village Hall	7.30pm

9 **To consider a timetable and arrangements for reopening the office**

Currently the Government is advising that working from home should continue. It is being recommended by the Chair and Vice Chair that the office is reopened on Monday 6 September 2021, subject to any Covid19 restrictions at that time.

10 **To hear from three residents who would like to be co-opted onto the Parish Council.**

Three residents have expressed an interest in joining the Parish Council. They are David Moore, Jigar Trivedi and Judy Tipping. They have been invited to attend the meeting to discuss this further.

11 **To consider the co-option of Paul Rowley as a Trustee of the Farnham Royal Relief in Sickness Charities**

Following the resignation of Trevor Clapp as Trustee of the Farnham Royal Relief in Sickness Charities, the Parish Council is required to co-opt another individual to the Board of Trustees. Paul Rowley has volunteered to take the position and it is for the Parish Council to decide whether to appoint Paul Rowley or nominate someone else.

12 **To receive an update from the Project Working Group and receive recommendations regarding the projects submitted to the Beeches Community Board.**

A copy of the draft minutes of the last meeting of the Projects Working Group have been circulated to councillors separately.

13 **Finance:**

13.1 To approve payments and note receipts, as per the cashbook

The cashbook has been reviewed and approved by the temporary Chair of the Finance Committee and has been circulated to councillors separately.

13.2 To agree account signatories and online authorisers

As a result of John Hodges decision not to stand as a parish councillor at the recent election it is necessary to update the Parish Council's bank mandate.

13.3 To consider the Annual return

The Annual Return has been prepared with the assistance of the Internal Auditor and has been circulated to councillors separately.

13.4 To consider the 2020/21 Annual Accounts

The Annual Accounts have been circulated to councillors separately.

13.5 To consider the Internal Auditor's report

The Internal Auditor's report has been circulated to councillors separately.

14 **Planning:**

14.1 To ratify comments submitted on recent applications

The schedule of comments submitted to the planning authority has been circulated to councillors.

14.2 To note recent planning decisions

The schedule of planning authority decisions has been circulated to councillors.