



Annual Meeting of the Parish Council Tuesday 4 May 2021 at 7.30 pm

This meeting will be held via Zoom, to attend the meeting please contact the Clerk, or follow the link on the council website. clerk@sunningdaleparish.org.uk <https://sunningdale-pc.org.uk/council-meetings/>

Agenda Part I

Summoned to Attend:

Cllr Buxton (Chairman); Cllr Jacklin (Vice-Chairman); Cllr Biggs; Cllr Booth; Cllr Burn; Cllr Evans; Cllr Grover; Cllr Penney; Cllr Pike and Cllr Sayer

Members of the Public are welcome to attend PART I of the meeting.

1 / 21 Attendance and Apologies for absence.

2 / 21 Declaration of interest for items on the agenda

The Chairman will ask to receive any Declarations of Interest in accordance with the adopted Code of Conduct.

3 / 21 Appointment of the Chairman of the Council

To elect the Chairman for the forthcoming year.

The Chairman to sign the Declaration of Office.

4 / 21 Appointment of the Vice-Chairman of the Council

To elect the Vice-Chairman for the forthcoming year.

5 / 21 Approval of the Committee Structure

To resolve that the proposed committee structure is approved for the council year May 2021 to April 2022

6 / 21 Appointment of Committee Members to committees and focus areas as per the approved structure

To receive nominations and subsequently appoint members to the council committees and focus areas.

7 / 21 To accept the Governing Documents and Policies of Council

To resolve to approve the governing documents in the annual review to include the statutory policies of Standing Orders, Code of Conduct and Financial Regulations.

8 / 21 Approval of Minutes of Council of 20 April 2021

To resolve to approve the minutes of the 20 April 2021.

The minutes are to be signed by the Chairman as an accurate record of the meeting.

To receive a Chairman's update on actions not covered in the Agenda.

9 / 21 Announcements from the Chairman

Announcements which the Chairman wishes to bring to the attention of the council members.

10 / 21 Public Adjournment

The meeting will be adjourned for a maximum of 15 minutes to allow members of the public to make representations, answer questions and give evidence in respect of the business on the agenda. Due to the meeting being held via Zoom, all attendees wishing address the council are required to notify the Clerk of this prior to attending the meeting, no later than 10am on the Monday preceding the meeting.

11 / 21 Presentation of Committee Minutes, reports from Representatives and proposals from Working Groups.

To receive the minutes of the Operations Committee 27 April 2021.

- To receive for approval the extension to the Scheme of Delegation (COVID-19) for the council meeting protocol from 7 May 2021.
- To receive for approval the Stakeholder Portion of the CIL policy to be calculated in April each year and set at 10% of the CIL balance at 31.3. year just closed or £50,000 whichever is less.

12 / 21 Annual Governance and Accountability Return 2021.

To receive and **note** the Annual Internal Audit Report 2020/21.

To receive for approval Section 1 Annual Governance Statement 2020/21.

To receive for approval Section 2 Accounting Statements 2020/21.

13 / 21 Information Sharing.

To bring forward any item at the Chairman's discretion which is relevant to council.

14 / 21 To resolve exclusion of members of the public and press in accordance with the applicable Legislation for the following PART II Agenda.

Agenda - Part II

15 / 21 Declaration of interest for items on the PART II agenda.

The Chairman will ask to receive any Declarations of Interest in accordance with the adopted Code of Conduct.

16 / 21 To approve the confidential minutes of 20 April 2021.

17 / 21 To receive the Part II minutes from Committees.

To receive the Part II minutes from the Operations Committee 27 April 2021.

18 / 21 Information Sharing.

To bring forward any item at the Chairman's discretion which is relevant to council and to be held as confidential by council.

Ruth Davies, Clerk



28/4/2021