

Your attendance is requested at
The Annual Meeting of Sunninghill & Ascot Parish Council
to be held on Tuesday, 06 May 2025 at 7.00pm
in the Community Room, Ascot Durning Library, High Street, Ascot SL5 7JF

- TO:** Members: Councillors A Sharpe (Chairman), B Hilton (Vice-Chairman), M Beckett, P Carter, L Davison West, R Gregory, J Gipton, C Herring, C Morrison, C Revilla, C Richardson, B Story, R Tavoletti, M Turton, S Verma, R Wood.
- TO:** Other Members of the Borough Council for information and Outside Bodies.

AGENDA

- 1. APPOINTMENT OF CHAIRMAN OF THE COUNCIL**
To elect the Chairman of the Council and receive the Chairman's declaration of acceptance of office.
- 2. APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL**
To elect the Vice-Chairman of the Council and receive the Vice-Chairman's declaration of acceptance of office.
- 3. TO APPROVE APOLOGIES FOR ABSENCE**
To receive and approve any apologies for absence.
- 4. DECLARATIONS OF INTEREST**
To receive any Declarations of Interest in accordance with the adopted Code of Conduct.
- 5. PUBLIC ADJOURNMENT**
The meeting will be adjourned for a maximum of 15 minutes to allow Members of the Public, if present, to address the Council about matters of local concern.
- 6. APPOINTMENT OF COMMITTEE MEMBERS**
To appoint members to the Parish Council Committees.
- 7. APPOINTMENT OF COMMITTEE CHAIRMEN & VICE-CHAIRMEN**
To elect the Chairman and Vice Chairman of the Parish Council's committees and the Lead Member for Finance:
 - the Planning Committee;
 - the Leisure & Cultural Committee;
 - the Finance & Personnel Committee;
 - the Lead Member for Finance.
- 8. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**
To appoint where required and invited.
- 9. DEEDS & TRUST DOCUMENTS**
To inspect any deeds and trust instruments in the custody of the council.
- 10. APPROVAL OF PROCEDURAL DOCUMENTS FOR THE YEAR 2025/26, THE INTERNAL AUDIT ARRANGEMENTS AND THE INSURANCE ARRANGEMENTS FOR THE YEAR 2025/26**
To approve the Standing Orders, Financial Regulations, Risk Review, Complaints Procedure, Internal Audit Arrangements and Insurance Arrangements, as circulated as backing papers in advance of the meeting.

11. FORMAL ANNOUNCEMENTS

To receive any announcements which the Chairman considers should be made at this meeting.

12. MINUTES

To approve the minutes of the Extraordinary Council Meeting and the Full Council Meeting, both held on 11 March 2025.

13. PRESENTATION OF COMMITTEE MINUTES

Planning Committee meetings of 18 March and 15 April presented by Cllr R Wood.

Leisure & Cultural Committee meeting of 01 April presented by Cllr C Richardson.

14. FINANCIAL UPDATES, INTERNAL AUDIT REPORT & APPROVAL OF PAYMENT LISTS

Finance & CIL update presented by Cllr R Wood.

Internal mid-year Audit report presented by the clerk's office

To inspect the payment lists for payments made in February and March.

15. UPDATE ON OUTSIDE MEETINGS ATTENDED & BOROUGH MATTERS

To receive an update from:

- A ward councillor on behalf of the Royal Borough of Windsor & Maidenhead;
- Any parish councillor who has attended an external meeting on behalf of the parish council.

Jayne Strand
Assistant Clerk to the Council
30 April 2025