Councillors are hereby summoned to attend the Annual Meeting of Englefield Parish Council on Tuesday 12th May 2026 at 6.30pm at Englefield Village Hall.

Mel Taylor

Mel Taylor
Parish Clerk

5th May 2026

Agenda

1. **Election of a Chairman**
   To elect a Chairman of the Parish Council for the municipal year 2026/27.

2. **Apologies**
   To receive apologies for absence.

3. **Declarations of Interest**
   - **i.** To remind Councillors of the need to declare the existence and nature of any personal, pecuniary, or other disclosable interests in items on the agenda, in accordance with the Members' Code of Conduct.

   - **ii.** To remind Councillors to review and update as necessary, their Declaration of Interests form to reflect any recent changes.

4. **Minutes**
   To approve the minutes of the meeting held on 12th March 2026 as a true record.

5. **Standing Orders, Financial Regulations and Asset Register**
   To confirm adoption of Standing Orders, Financial Regulations and Asset Register for the year 2026/27.

6. **Financial**

   a. **Financial Report**
      To receive an overview of receipts and payments against budget for the financial year 2025/26 (1st April 2025 – 31st March 2026).

   b. **Annual Governance and Accountability Return (if Internal Auditor's report received ahead of meeting, otherwise this item will be deferred)**

      - **i.** To confirm that Englefield Parish Council meets the qualifying criteria for exemption and wishes to certify itself as exempt from a limited assurance review for financial year 2025/26
      - **ii.** To receive the Internal Audit Report for financial year 2025/26
      - **iii.** To approve the Annual Governance Statement for financial year 2025/26
      - **iv.** To approve and sign off the Accounting Statements for submission for financial year 2025/26
      - **v.** To approve the proposed dates for the exercise of public rights as Wednesday 3rd June 2026 to Tuesday 14th July 2026

   c. **Internal financial control**
      To appoint a Councillor to verify bank reconciliations for 2026/27.

d. Payments made

To approve the following payments and payments made since the last meeting:

Payee	Amount	Invoice reference / date	Due date	Paid date	Description
Thomas Landscape Services Ltd	£28.60 (£23.83+VAT)	INV-2267	31.05.2026		Dog Bins – April 2026
Lloyds	£4.25	n/a	-	02.03.2026	Service Charge
M. Taylor	£129.66	n/a	28.02.2026	04.03.2026	Clerk's Salary February 2026
Englefield Village Hall	£30.00	#5 12.03.2026	not stated	16.03.2026	Hall Hire
M. Taylor	£229.66	n/a	31.03.2026	25.03.2026	Clerk's Salary March 2026 + WFH allowance Oct-Mar
Autela Payroll Services	£102.00 (£85.00+VAT)	16845 19.03.2026	18.04.2026	25.03.2026	Payroll services
Greenham Trust	£100.00	n/a	-	25.03.2026	Grant to Five-A-Day via The Good Exchange
HMRC	£259.20	n/a	-	25.03.2026	PAYE
Manutan UK	£118.80 (£99+VAT)	606039	26.03.2026	25.03.2026	Grant to Englefield Primary School PTA for storage tubs
Lloyds	£4.25	n/a	-	30.03.2026	Service Charge
Thomas Landscape Services Ltd	£77.22	INV-2186		10.04.2026	Dog Bins -
Crescent Signs	£174.00 (£145.00+VAT)	INV-22592		28.04.2026	20mph signs for North Street
M. Taylor	£189.53	n/a	30.04.2026	28.04.2026	Clerk's Salary + WFH allowance – April 2026

e. Insurance Renewal

To confirm renewal of insurance with Zurich for the year 2026/27 at a cost of £214.00, no increase in cost from 2025/26.

f. HALC / NALC membership

To consider renewal of membership of HALC (Hampshire Association of Local Councils) and NALC (National Association of Local Councils) for the year 2026/27 at a cost of £66.13 (£64.35 for 2025/26).

g. West Berkshire Council Members' Bids

To note that West Berkshire Council Members' Bids are open for applications until 25th May 2026.

7. Speeding

To receive an update from Cllr Smith following attendance at a workshop hosted by West Berkshire Council on 2nd April 2026 regarding Vehicle Activated Signs (VAS) and Speed Indicator Devices (SID).

8. Updates

To receive any updates to the following matters discussed at previous meetings:

i. North Street – 'Slow Down' signage

To receive an update on installation of 3 x 20mph speed limit signs on North Street, funded by the Parish Council at a cost of £145.00 (+VAT).

ii. Draft Parking Review – Traffic Regulation Order Amendment No.37 (Ref: PSA037)

On 27th March 2026, West Berkshire Council resolved that restrictions shall be introduced as advertised. This being (with local connection):

Englefield Road & North Street, Theale – Introduction of 'No Waiting At Any Time' restrictions to protect visibility at junction and to address road safety concerns in the area of Theale CofE Primary School. Formalising the current No Stopping on School Entrance zigzag markings.

Englefield Road, Theale - Introduction of 'No Waiting At Any Time' restrictions to protect visibility at junction and to address road safety concerns in the area of Theale CofE Primary School. Additional No Waiting At Any Time restrictions opposite the entrance to Theale Village Hall car parking to facilitate access to the Village Hall.

9. Items for next meeting

To receive items for the agenda for the next meeting.

10. Date of Next Meeting

To confirm the date of the next Full meeting in July 2026.

Should the Internal Auditor's report not be available for this meeting, to confirm a date for a brief meeting in June to complete the Annual Governance Statement for the year 2025/26.