

For the attention of all members of Charvil Parish Council

You are hereby summoned to attend a Meeting of the Parish Council on

Monday 20th April 2026 at 8pm in Charvil Village Hall

for the purpose of transacting the following business.

Apologies for absence should be forwarded to the Clerk.

Miranda Parker, Parish Clerk

- 1. Apologies for absence**
- 2. Declarations of interest and any written requests for pecuniary interests in items on the agenda to be considered by the Clerk (1 Min)**
- 3. Open Forum**
A public session for residents to bring any issues to the attention of the council (5 Min)
- 4. To approve the minutes of the Parish Council meeting held on 16th March (1 Min) ***
- 5. To note the Clerk's Report (1 Min) ***
- 6. Finance**
 - 6.1 To receive and approve the financial reports (1 Min) *
 - 6.2 To authorise payments of invoices (1 Min) *
 - 6.3 To note the interim report from the internal auditor (2 Mins) *

Any other finance business at the discretion of the Chairman

7. Planning, Environment and Highways Committee

- 7.1 To note the Minutes of 30th March (1 Min) *
- 7.2 To hear an update on Speed Watch from Councillor A'Bear (3 Mins)
- 7.3 To consider the following planning application:
260743 - Application for the proposed conversion of existing loft to create habitable accommodation including the insertion of a rear dormer, extension of existing rear canopy roof, alterations to external staircase width plus insertion of roof lights at 12, Farmer's End (2 Mins)
- 7.4 To hear an update on the meeting with Bellway and with the planning officers involved with the Park Lane application from the clerk (5 Mins)
- 7.5 To hear an update on the angling club from Councillor Walker (3 Mins)

8. Amenities Committee

- 8.1 To note the Minutes of the Amenities Committee meeting on 13th April (1 Min) *
- 8.2 To review the decision not to pursue solar panels on the pavilion at this time (5 Mins) *
- 8.3 To approve the locations for benches and tables as suggested by the committee (3 Mins)

9. To hear the Borough Councillors Report (5 Mins)

10. Items for Consideration

- 10.1 To hear an update on the promotion of the Neighbourhood Plan referendum on 7th May (3 mins)
- 10.2 To note the Social Media report for April (2 Mins) *
- 10.3 To consider the NALC event and whether any councillors would like to attend (2 Mins) *
- 10.4 To agree the itinerary and content for the Community Connect/Annual Parish Meeting and note the list of attendees (5 Mins) *
- 10.5 To consider the proposed changes to the Committee Structure (5 Mins) *
- 10.6 To consider a proposal for a food van at East Park Farm (2 Mins)
- 10.7 To note the “outstanding actions” report and hear any updates (3 Mins) *

11. To note any agenda items for the next meeting (1 Min)

The next meeting will be on Monday 18th May 2026



Clerk to the Council
Miranda Parker
Charvil Village Hall
The Hawthorns
Charvil, Reading
Berks RG10 9TT

www.charvilparishcouncil.gov.uk

Minutes of the Meeting of the Council held on 16th March 2026 in Charvil Village Hall at 8pm

Present Matt Walker, Lee Cripps, Katrin Harding, Pat Sutlieff, Jane Hartley, and Mark A'Bear. Alan Simpson attended for co-option

Apologies for Absence

Absent Narinder Ryatt and Stephen Lucas

26/8812 Declarations of Interest

Councillor Harding is part of the Borough Executive with responsibility for parks, and Councillor Cripps lives next to the site on Park Lane that is subject to a current planning application

26/8813 Open Forum

Two residents attended. One attended because he lives on the Old Bath Road and is interested in the speed limit consultation, and the other attended because he is concerned about the inaction on repairs to the multi-play unit at The Hawthorns Park.

To co-opt Alan Simpson to the Council upon signing the necessary paperwork

Alan Simpson signed the paperwork and was duly co-opted.

26/8814 To approve the Minutes of the Full Council Meeting of 23rd February 2026

These were approved and signed.

To note the Clerk's report

This was noted.

Finance

26/8815 To receive and approve the financial reports

It was resolved to approve these which was passed unanimously.

26/8816 Authorisation of Payments

It was resolved to recommend approval of the payments of invoices, which was carried unanimously.

£36 to the Assistant Clerk
£1793.37 to Berkshire Pension Fund
£69.17 to Bowak Ltd
£70.47 to Grundon
£362.72 to the clerk
£36 to the Media Assistant
£45 to the Open Spaces Society
£443.14 to Smartest Energy
£84.70 to SSE Contracting Ltd

£1,321.85 to Sunshine Commercial Services Ltd
£1302.91 to Tactical Cleaning & Hygiene Services Ltd
£162.24 to Tactical Facilities Management Ltd
£15.70 to Unity Bank
£58.96 to Yu Energy
£5125.72 in Payroll

26/8817 To hear an update on the Strategic Plan

The chairman explained that there was a virtual meeting, and at this, there was a discussion around the strategy and how this aligns with the Neighbourhood Plan, and its various visions. Each item on the draft five-year plan/strategy document was prioritised, looking at the feasibility and what a realistic timeframe may be to achieve some of these. Some of the smaller items will be taken to the next Amenities meeting, but others will need some feasibility assessment, such as the Community Café. There needs to be a plan to build up reserves for large maintenance items. There will be a further meeting before Easter with a view to start to firm up the plan in time for adoption in May. It was noted that the topic of solar panels on the pavilion roof should be re-visited at the next meeting.

Planning, Environment and Highways Committee (PEH)

26/8818 To note the Minutes of 2nd March

These were noted.

To hear an update on Speed Watch

Councillor A'Bear reported that he has been communicating with PC Lee Turnham about the equipment, and Charvil is currently on the waiting list. Councillor A'Bear now has access as the co-ordinator of the Charvil group and now knows where the agreed speed watch locations are on A4 New Bath Road, Old Bath Road and Park View Drive South.

To consider the recommendations from the Committee regarding the Speed limit consultation from the Borough and to approve answers to the questions from the Highways department on the topic

It was agreed to take forward the suggestion to change the speed limit in all the residential streets to 20 mph, to have Lands End Lane and Beggars Hill Lane re-registered as quiet lanes. Also, the suggestion is to reduce the speed limit to 30 mph along the whole of Waingels Road, and reduce the speed limit on all of Park Lane to 20 mph. It was also agreed to support the reduction of the speed limit on A4 from the Piggott roundabout to Charvil to 40 mph, and to have the whole of the Old Bath Road from Twyford through to the Wee Waif roundabout as 30 mph after a long discussion and a vote 5 to 2.

To finalise the plans for Saturday's litter pick

It was confirmed that at least four councillors would be attending and that it is starting and finishing from the pavilion, and there would be refreshments.

To consider the following planning application

260257 Application for the proposed erection of first floor front extension and installation of a front dormer, plus erection of a part single part two storey rear extension, conversion of the garage to habitable accommodation and changes to fenestration at 92, Old Bath Road – no Parish Council comment

26/8819 Amenities Committee

To note the Minutes of the Amenities Committee on 9th March

These were noted.

To consider and approve the quote for a PRS/PPL Licence in the light of amended advice from the Performing Rights Society

It was resolved to approve this quote which was approved unanimously.

26/8820 Borough Councillor's Report

There was no report from either Councillors Akhtar or Smith, but Councillor Harding reported that the Borough's budget was passed, and the Council also approved the Charvil Neighbourhood Plan for Referendum which has been confirmed on 7th May. She also said that the bushes between River Court and Chiltern Drive could not be cut back due to an earlier bird nesting season than normal. She has also reported three dead deer and various potholes. She had a meeting with Bellway Homes regarding the reserved matters application, and they are working on a revised plan, which should provide some screening but not as much as in the outline plan from Hicks Developments, and that they were quite interested in the idea of a pump track or something for older children. She said that Bellway blamed Highways regulations on not being able to provide more parking, and they also discussed the possible footway between Canberra Lake Way and the new development. They were not very interested in discussing the crossing on Park Lane. The clerk mentioned that Bellway were offering a meeting with the Parish Council, and it was agreed that some councillors could attend depending on availability, apart from Councillor Cripps who is a resident of Canberra Lake Way, and Councillor Harding, who met them as a Borough Councillor. The clerk would arrange.

Items for Consideration

26/8821 To plan how best to promote the Referendum on 7th May

The clerk explained that there are quite strict rules around what can be advertised by the Parish Council. She explained that it is possible for a campaign group to be formed, and that they can claim expenses, but the Council did not feel this was necessary. It was agreed that a poster/leaflet would be agreed over the next week which promotes the referendum.

26/8822 To note the social media report for March

This was noted.

26/8823 To note any further steps in youth engagement

It was agreed that the Piggott sixth formers should be invited to be involved with the groups working on the feasibility studies for a community café and any other topics of interest in the strategic plan.

26/8824 To agree a final plan for the Community Connect/Annual Parish Meeting

It was agreed that the stands would either be those for Parish Council initiatives, or for groups such as the Fire Brigade, Police, our Charity Trustees, the Fete Committee, the flood warden, Charvil Heroes, and Public Protection Partnership. The event will run from 7.30-9.30pm, and the details of the structured part of the meeting will be approved at the April meeting. The Media assistant can help with the presentation if given enough time.

26/8825 To consider whether the Council should look to install more defibrillators in the village

Councillor Sutlieff has been in touch with the Wee Waif and the Texaco garage, and will contact the Heron, and, on Councillor Cripps' suggestion, Accord, to see whether there is any interest in having a defibrillator in these locations. The clerk mentioned the idea of putting bleed control kits in the defibrillator cabinets because stabbings are becoming increasingly common. Councillor Sutlieff will contact the relevant people in these locations and will report back in April.

26/8826 To hear an update on the broken equipment in The Hawthorns Park, and to agree that, if necessary, the Parish Council will work with the Borough to secure grant funding

The park specialist at Wokingham has put in an application with Tarmac for a grant to pay for the cost of the replacement equipment, and is waiting to hear back

Agenda Item 4: Draft Full Council Minutes

– it is possible that the Parish Council may need to apply if the Borough is not eligible, and it was agreed that the clerk could assist if necessary. If no funding has been secured by the end of the financial year, the old equipment will be removed, and it was agreed that the Parish needs to keep pressure on the Borough to ensure efforts continue to find the necessary funds to replace the equipment.

26/8827 To note the outstanding action list and to hear any updates

The frequently asked questions for hirers will be written at the next Amenities Meeting, the marketing plan for the pavilion will be part of the strategic plan, street art will be removed from the list, and the committee structure will be discussed at the April meeting.

26/8828 To note any agenda items for the next meeting

Committee structure, a detailed plan for the Annual Parish Meeting, the Strategic Plan, Solar panels, defibrillators, the Hawthorns Park, and the food truck idea are requested to be on the next agenda.

There being no further business the meeting closed at 9.50pm

Chairman's Signature

Clerk's Report April 2026

1. Replied to the Speed Limit Consultation on behalf of the Council
2. Investigated further what we can do to promote the Neighbourhood Plan
3. Working on Year-end processes; completed pension and payroll year-end, nearly completed Finance Year-end.
4. Arranged meetings with Bellway and with the relevant planning officers, attended by various councillors.
5. Attended a clerks' collaboration session with Sarah Morgan (property services) and Richard Bisset (Cleaner and Greener) from WBC, who gave a brief background to possible devolution of property and services to towns and parishes. This could include more permanent asset transfers of some property and offering towns and parishes the opportunity to take on things like grass cutting etc., if some agreement could be achieved to also pass on funding. This may be more relevant to those councils that already have grounds maintenance teams of their own. There was also talk of playgrounds. Further details would be shared at future meetings. There will be a consultation on reducing litter bins later in the year.
6. Issued annual allotment invoices.
7. Trying to progress planting in the East Park Farm car park.
8. Working with Adrian Larkham to produce a plan of the community orchard, with sponsors names etc.

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/25 and 31/03/26 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Instant Access Account 1 Unity	£56,817.98
Instant Access Account 2 Unity	£4,429.05
National Savings Account	£370.25
Nationwide 1 year saver/35 Day Saver	£91,442.59
Redwood Bank one year bond/35 day saver	£20,001.00
Unity Current Account	£14,098.83
Total	£187,159.70

RECEIPTS	Net	Vat	Gross
Council	£214,933.44	£0.00	£214,933.44
Village Hall	£51,690.10	£0.00	£51,690.10
East Park Farm	£29,020.72	£0.00	£29,020.72
Total Receipts	£295,644.26	£0.00	£295,644.26
PAYMENTS	Net	Vat	Gross
Council	£276,205.13	£32,675.41	£308,880.54
Village Hall	£20,957.04	£2,881.01	£23,838.05
East Park Farm	£30,505.63	£5,362.94	£35,868.57
Total Payments	£327,667.80	£40,919.36	£368,587.16

Closing Balances at 31/03/26

Ordinary Accounts

Instant Access Account 1 Unity	£42,405.64
Instant Access Account 2 Unity	£4,528.15
National Savings Account	£373.95
Nationwide 1 year saver/35 Day Saver	£33,603.26
Redwood Bank one year bond/35 day saver	£20,608.48
Unity Current Account	£12,697.32
Total	£114,216.80

Signed

Chair

Clerk / Responsible Financial Officer

Financial Budget Comparison

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/25

		Budget	Actual Net	Variance	Var %age
Council Income					
1200	Precept	£130,445.00	£130,445.00	£0.00	0.00%
1201	Grants Received	£0.00	£25,500.00	£25,500.00	0.00%
1202	Other Income	£0.00	£97.00	£97.00	0.00%
1203	CIL	£3,186.00	£6,371.94	£3,185.94	100.00%
1204	Neighbourhood Plan incl grant	£0.00	£0.00	£0.00	0.00%
1205	Community Orchard	£0.00	£0.00	£0.00	0.00%
1210	Income on Nationwide Account	£0.00	£2,160.67	£2,160.67	0.00%
1212	Income on National Savings Account	£3.70	£3.70	£0.00	0.00%
1215	Interest on Instant Access 1Unity	£1,000.00	£1,666.77	£666.77	66.68%
1216	Interest On Instant Access 2 Unity	£100.00	£99.10	£-0.90	-0.90%
1218	Interest on Redwood Bank A/C	£245.00	£273.03	£28.03	11.44%
1219	Redwood 35 day saver	£0.00	£607.48	£607.48	0.00%
1220	Insurance Claims	£0.00	£1,950.00	£1,950.00	0.00%
1250	Allotment Income	£450.00	£420.00	£-30.00	-6.67%
1260	Damage/Key Deposits	£0.00	£125.00	£125.00	0.00%
3200	VS Newsletter & Printing	£800.00	£1,099.00	£299.00	37.38%
3201	VS Events	£0.00	£0.00	£0.00	0.00%
Total Income		£136,229.70	£170,818.69	£34,588.99	25.39%
Expenditure					
1310	S137	£0.00	£0.00	£0.00	0.00%
1311	Donations	£3,000.00	£2,550.00	£450.00	15.00%
1312	Sports Sponsorship	£300.00	£0.00	£300.00	100.00%
1314	Neighbourhood Plan	£7,733.00	£1,012.81	£6,720.19	86.90%
1315	Community Orchard	£360.00	£293.59	£66.41	18.45%
1316	CIL Expenditure	£69,398.00	£67,659.14	£1,738.86	2.51%
1321	Undistributed Reserves	£0.00	£0.00	£0.00	0.00%
1322	Earmarked Reserves	£24,484.00	£50,300.00	£-25,816.00	-105.44%
1323	MUGA Maintenance	£0.00	£24.40	£-24.40	0.00%
1331	Home as Office - Clerk	£312.00	£312.00	£0.00	0.00%
1332	Home as Office - Assistant Clerk	£312.00	£312.00	£0.00	0.00%
1333	Member's Expenditure	£5,600.00	£79.50	£5,520.50	98.58%
1334	EXP Travel	£150.00	£74.22	£75.78	50.52%
1335	EXP Postage & Telephone	£450.00	£360.70	£89.30	19.84%
1337	Home as Office Media Assistant	£312.00	£312.00	£0.00	0.00%
1340	Training	£800.00	£185.00	£615.00	76.88%
2300	Pensions	£21,500.00	£21,704.00	£-204.00	-0.95%
2301	Salaries	£61,000.00	£62,162.49	£-1162.49	-8.13%
2306	National Insurance & PAYE	£17,400.00	£16,052.58	£1,347.42	7.74%
2310	Subscriptions incl BALC	£1,800.00	£1,465.91	£334.09	18.56%
2311	Insurance	£1,600.00	£1,325.52	£274.48	17.16%
2314	Legal & Professional Fees incl. audit.	£4,000.00	£3,358.75	£641.25	16.03%
2320	Office Equipment and Supplies	£800.00	£372.75	£427.25	53.41%
3300	Newsletter/Printing	£3,500.00	£4,391.00	£-891.00	-25.46%

Agenda Item 6.1 Financial Reports

3311	Election & Contingency	£6,714.00	£0.00	£6,714.00	100.00%
3313	Youth Support	£1,500.00	£1,500.00	£0.00	0.00%
3330	Event Costs	£1,000.00	£934.21	£65.79	6.58%
3340	Youth Fund	£0.00	£0.00	£0.00	0.00%
4300	GrassCutting VH and St Patrick's	£3,700.00	£3,215.30	£484.70	13.10%
4310	Play Equipment	£1,000.00	£0.00	£1,000.00	100.00%
4311	Play Maintenance & Repair	£1,000.00	£3,608.97	-£2,608.97	-260.90%
4312	ROSPA Inspection	£260.00	£240.00	£20.00	7.69%
5300	AM Lights Energy	£200.00	£723.22	-£523.22	-261.61%
5301	AM Lights Maintenance & Repair	£500.00	£0.00	£500.00	100.00%
5310	AM Village Improvements	£2,160.00	£4,616.02	-£2,456.02	-113.70%
5311	EPF Amenity Maintenance	£9,000.00	£11,553.96	-£2,553.96	-28.38%
5312	Bins at St Pats	£840.00	£799.93	£40.07	4.77%
5320	Allotment Expenditure	£200.00	£139.93	£60.07	30.04%
Total Expenditure		£252,885.00	£261,639.90	-£8,754.90	-3.46%

Financial Budget Comparison

Comparison between 01/04/25 and 31/03/26 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/25

		Budget	Actual Net	Variance	Var %age
Village Hall					
Income					
6200	VH Casual - Standard	£300.00	£472.50	£172.50	57.50%
6201	VH Casual - Community	£11,000.00	£12,506.10	£1,506.10	13.69%
6202	VH Regular - Standard	£700.00	£1,650.94	£950.94	135.85%
6203	VH Regular - Community	£31,500.00	£35,103.71	£3,603.71	11.44%
Total Income		£43,500.00	£49,733.25	£6,233.25	14.33%
Expenditure					
6300	VH Cleaning Materials	£30.00	£12.37	£17.63	58.77%
6301	VH Cleaners	£7,400.00	£7,222.72	£177.28	2.40%
6302	VH Electricity	£2,100.00	£1,907.57	£192.43	9.16%
6303	VH Gas	£1,500.00	£1,046.93	£453.07	30.20%
6304	VH Insurance	£1,769.00	£1,821.51	£52.51	-2.97%
6305	VH Maintenance and Repairs	£5,000.00	£6,608.90	£1,608.90	-32.18%
6307	VH Rates	£2,200.00	£0.00	£2,200.00	100.00%
6308	VH Security System	£120.00	£240.83	£120.83	-100.69%
6309	VH Staff Telephone and Broadband	£300.00	£220.00	£80.00	26.67%
6310	VH Travel Costs	£50.00	£39.29	£10.71	21.42%
6311	VH Waste Service	£700.00	£502.51	£197.49	28.21%
6312	VH Water	£1,000.00	£1,228.15	£228.15	-22.82%
Total Expenditure		£22,169.00	£20,850.78	£1,318.22	5.95%
East Park Farm					
Income					
7200	Pavilion - Casual Standard	£0.00	£0.00	£0.00	0.00%
7201	Pavilion - Casual Community	£0.00	£2,403.50	£2,403.50	0.00%
7202	Pavilion - Regular Standard	£2,000.00	£1,792.00	£208.00	-10.40%
7203	Pavilion - Regular Community	£25,000.00	£9,915.28	£15,084.72	-60.34%
7210	Cricket - Playing Field & Toilets	£3,500.00	£3,030.70	£469.30	-13.41%
7211	Football - Playing Fields * Changing	£7,000.00	£6,213.00	£787.00	-11.24%
7220	Tennis - Coach	£1,500.00	£2,054.00	£554.00	36.93%
7221	Tennis - Annual Membership	£2,500.00	£3,482.80	£982.80	39.31%
7222	Tennis - Casual	£0.00	£0.00	£0.00	0.00%
Total Income		£41,500.00	£28,891.28	£12,608.72	-30.38%
Expenditure					
7300	EPF Cleaning Materials	£30.00	£7.14	£22.86	76.20%
7301	EPF Cleaners	£8,800.00	£5,896.77	£2,903.23	32.99%
7302	EPF Electricity	£1,600.00	£1,399.96	£200.04	12.50%
7303	EPF Gas	£700.00	£960.12	£260.12	-37.16%
7304	EPF Insurance	£700.00	£0.00	£700.00	100.00%
7305	EPF Maintenance and Repair	£16,872.00	£13,287.62	£3,584.38	21.24%
7306	EPF Rates	£6,000.00	£0.00	£6,000.00	100.00%
7308	EPF Waste Services	£500.00	£430.77	£69.23	13.85%
7309	EPF Water	£500.00	£886.20	£386.20	-77.24%
7310	EPF Sports Maintenance	£8,000.00	£6,345.43	£1,654.57	20.68%
Total Expenditure		£43,702.00	£29,214.01	£14,487.99	33.15%

Agenda Item 6.1: Financial Reports

Expenditure between 01/03/26 and 31/03/26

Tn no	Net	Vat	Gross Invoice date	Supplier	Details
3357	£269.95	£53.99	£323.94 01/03/26	Sunshine Commercial	VH & St Patricks Grounds Miantenance - March 2026
3358	£831.59	£166.32	£997.91 01/03/26	Sunshine Commercial	EPF Grounds Maintenance - March 2026
3363	£45.00	£0.00	£45.00 01/03/26	Open Spaces Society	Annual Subscription - March 2026
3398	£28.40	£5.68	£34.08 02/03/26	British Gas Services Ltd	VH - Boiler Maintenance Feb 2026
3355	£138.18	£6.91	£145.09 03/03/26	Smartest Energy (was dual	VH Gas - February 2026
3356	£56.15	£2.81	£58.96 03/03/26	Yu Energy	EPF Gas - February 2026
3369	-£165.55	-£8.58	-£174.13 03/03/26	Smartest Energy (was dual	Reversal of January Invoice
3370	£309.59	£15.48	£325.07 03/03/26	Smartest Energy (was dual	VH Electricity for Jan and Feb including Nuclear pass through charge
3371	-£74.99	-£4.01	-£79.00 03/03/26	Smartest Energy (was dual	Reversal of January Invoice for EPF Electricity Invoice total was for £202.51
3372	£150.48	£7.52	£158.00 03/03/26	Smartest Energy (was dual	EPF Electricity Jan and Feb 2026 including Nuclear pass through charge Original Invoice was for £349.62
3368	£80.67	£4.03	£84.70 07/03/26	SSE Contracting Limited	Streetlight Energy Feb 2026
3373	£57.64	£11.53	£69.17 10/03/26	Bowak Ltd	EPF - Hand Towels March 2025
3387	-£184.66	£0.00	-£184.66 13/03/26	Everflow	Credit for Incorrect Invoice from Oct 2025
3389	-£140.37	£0.00	-£140.37 13/03/26	Everflow	Credit for Water Invoice for November 2025
3391	-£402.94	£0.00	-£402.94 13/03/26	Everflow	Credit for December 2025
3393	-£177.68	£0.00	-£177.68 13/03/26	Everflow	Water Credit for Jan 2026
3394	£33.74	£0.00	£33.74 13/03/26	Everflow	Credit for February Water Invoice
3374	£36.00	£0.00	£36.00 16/03/26	Amanda Burton	Expenses March 2026
3375	£36.00	£0.00	£36.00 16/03/26	Neil Durrant	Expenses March 2026
3382	£1,793.37	£0.00	£1,793.37 16/03/26	Berkshire Pension Fund	Pension Contribution March 2026
3383	£323.24	£39.48	£362.72 16/03/26	Miranda Parker	Expenses March 2026
3385	-£143.14	£0.00	-£143.14 17/03/26	Everflow	Credit for September Invoice which was incorrect
3386	£99.85	£0.00	£99.85 17/03/26	Everflow	Re0issued Invoice for Sept 2025
3388	£163.76	£0.00	£163.76 17/03/26	Everflow	Reisuued Invoice for Oct 2025
3390	£162.51	£0.00	£162.51 17/03/26	Everflow	Reissued Invoice for Nov 2025
3392	£210.79	£0.00	£210.79 17/03/26	Everflow	Re-issued Invoice for Water January 2026
3395	£266.80	£0.00	£266.80 17/03/26	Everflow	Reissued Water Invoice Feb 2026
3396	£297.29	£0.00	£297.29 17/03/26	Everflow	March Invoice Water
3397	£290.47	£0.00	£290.47 19/03/26	Everflow	Final March Invoice 2026
3399	£23.50	£4.70	£28.20 19/03/26	EE Ltd	VH - Broadband March 2026
3404	£875.00	£175.00	£1,050.00 24/03/26	Sunshine Commercial	EPF Carpark - Beds & Reseeding - March 2026
3409	£1,085.76	£217.15	£1,302.91 24/03/26	Tactical Cleaning &	Cleaning - March 2026
3403	-£111.36	-£22.28	-£133.64 25/03/26	Tactical Cleaning &	Credit Note: Cleaning - March 2026
3410	£112.66	£22.54	£135.20 25/03/26	Tactical Facilities	Litter Bins - March 2026
3400	£28.40	£5.68	£34.08 30/03/26	British Gas Services Ltd	VH - Boiler Maintenance March 2026

Expenditure between 01/03/26 and 31/03/26

Tn no	Net	Vat	Gross Invoice date	Supplier	Details
3401	£1,170.00	£0.00	£1,170.00 30/03/26	The Blue Moose Graphic	CVN Magazine - Spring 2026. 1300 copies at 72 pages - March 2026
3376	£1,798.03	£0.00	£5,125.72 31/03/26		Payroll March 2026
3384	£15.70	£0.00	£15.70 31/03/26	Unity Bank	Bank Charges Feb 2026
3402	£107.01	£21.41	£128.42 31/03/26	Viking Payments	Sationery, bags and toilet rolls March 2026
3405	£49.50	£9.90	£59.40 31/03/26	Taurus Elite Security	Locking up service - VH on 14, 21 & 28 March 2026
3406	£58.73	£11.75	£70.48 31/03/26	Grundon Waste	VH Waste - March 2026
3408	£52.68	£10.54	£63.22 31/03/26	Grundon Waste	EPF Waste - March 2026
	£12,985.44	£757.55	£13,742.99	Total for March 2026	
Total	£12,985.44	£757.55	£13,742.99		

Claire Connell MA, ACA, CTA

Chartered Accountant and Chartered Tax Adviser

86 Silverdale Road

Earley

Reading RG6 7LT

Tel: 0118 966 9706

Email: accounts@claireconnell.co.uk

The Councillors

C/o Mrs M Parker

Clerk to Charvil Parish Council

30 Park View Drive South

Charvil

Reading RG10 9QX

31st March 2026

Dear Ladies and Gentlemen

Internal audit for the year ended 31st March 2026 – interim report

Local councils are required to have an internal audit of their accounting records and their system of internal control by Regulation 5 of the Accounts and Audit Regulations 2015. During my visit in March 2026 I reviewed the financial systems and controls for the year to date.

My internal audit testing was based on the guidelines included in the 2025 edition of the SAPPP Practitioners' Guide. This document contains the proper accounting and governance practices referred to in statute, together with other non-mandatory guidance and examples, including the best practice guidance relating to internal audit.

Initial discussions established whether there were any changes to the internal controls in place and a series of tests using the financial records, vouchers, minutes, previous audit reports etc were conducted to establish the effectiveness of the controls.

A final visit will take place after the year end to review risk management, the year-end accounts and related documentation.

Overall conclusion

Generally, the financial records are well maintained. The control systems and procedures which operate on a day-to-day basis appear efficient and effective.

Unfortunately the wrong form was used to publicise the exercise of public rights in the summer of 2025. This means that the public were not given details of the external auditor as required by legislation. This is clearly an administrative error and I do not believe it is indicative of wider problems.

Assertion 10 – digital and data compliance

There is a new assertion that is being added to the Annual Governance Statement for the year ended 31st March 2026 with the wording "We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review". A new internal control objective O will be added to the internal audit report within the AGAR with the wording "*The authority has complied with laws, regulations & proper practices relating to digital and data compliance*".

I discussed the Council's progress in meeting this assertion in correspondence with the Clerk and during my visit. The Council officers are taking action to ensure that the Council will meet these requirements by the end of this financial year.

Detailed report

As part of the testing I checked:

A	Appropriate accounting records have been properly kept throughout the year
	• The accounts are maintained on Edge and kept up-to-date. • Hall lettings invoices are produced in the Edge facilities programme which interfaces with the accounts programme. • Income and expenditure reports are produced on a monthly basis showing actual income and expenditure against budget.
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for
	• A sample of payment invoices was checked to ensure that they had been approved, correctly paid and VAT treated correctly. No errors were found. • The procedures in place for the procurement of high value items and services were reviewed. Multiple quotations have been obtained for contracts such as the carpark resurfacing.
C	This authority assessed the significant risks to achieving its objectives & reviewed the adequacy of arrangements to manage these
	• Standing Orders and Financial Regulations were reviewed. Standing Orders and Financial Regulations were updated in May 2025. • The Risk Management Policy was updated in May 2025. • Council minutes were scrutinised.
	<i>Observations and outstanding audit work:</i> ➤ Insurance cover will be reviewed at a later visit.
D	The Precept resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate
	• The reporting of financial results and monitoring of actual against budget was reviewed. Financial reports are given to Full Council on a monthly basis. These contain monthly income and expenditure reports, a list of expenditure and a financial cashbook summary. • The budget setting process for 2026-27 was complete at the time of my visit. It is clear that the budget process has once again been thorough and included a consideration of ongoing earmarked reserve requirements in addition to the planned budget for the forthcoming year.
	<i>Outstanding audit work:</i> ➤ Final out-turn against budget will be reviewed at the final visit
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for
	No significant issues arose during the review and testing of income controls. The following income streams were reviewed: • The precept was agreed to Council minutes and bank statements

	- The income for hall hire, vegetable plots and pitch hire were reviewed and test checks carried out. - The VAT claim for 2023/24 was received in January 2026. The claim for 2024/25 remains outstanding.
F	Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for
	There is no petty cash.
G	Salaries to employees and allowances to members were paid in accordance with the authority's approvals and PAYE/NI requirements were properly applied
	- Payroll continues to be prepared in house and appears well controlled. - The pay for one month was reviewed. A sample of employees was picked and deductions checked. No problems arose.
H	Asset and investments registers were complete, accurate and properly maintained
	➤ The fixed asset register will be reviewed after the year end.
I	Periodic bank reconciliations properly carried out during the year
	Bank reconciliations are prepared on a monthly basis and are reviewed by a councillor.
J	Accounting statements prepared during the year were prepared on the correct accounting basis (income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.
	➤ These will be reviewed at my visit in May/June 2026.
K	If the authority certified itself as exempt from a limited assurance review in 2024/25 It met the exemption criteria and correctly declared itself exempt
	Not applicable – the Council was subject to a limited assurance review in 2024/25.
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation
	- The AGARs for the past five years are available on the Council website in accordance with the requirements of the Accounts and Audit Regulations 2015. - The Council publishes its Model Publication Scheme on its website.
	Recommendation: ➤ I recommend that at the next review of the Model Publication Scheme it is reviewed with reference to the latest version of the Model Publication Scheme published by the ICO for Parish Councils and the associated "Guide to information provided by Parish Councils" which is also published by the ICO to ensure that you are publishing all the required information.
M	The authority, during the previous year (2024/25) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations
	- The exercise was advertised on the website in advance of the period commencing. Unfortunately the incorrect template was used for the advertisement and therefore the public were not given the full information for the exercise as required by legislation. - The exercise was carried out for the correct number of days and included the first 10 working days of July as required.

	Conclusion: ➤ The Council did not correctly provide for the period for the exercise of public rights.
N	The authority has complied with the publication requirements for the 2024/25 AGAR
	The notice of conclusion was published on the Council website before 30th September 2025 and the external audit report was also published.
O	The authority has complied with laws, regulations & proper practices relating to digital and data compliance
	This is a new control objective for 2025/26 which is linked to the new assertion 10 on the Annual Governance Statement. The Council appears to be on track for meeting this assertion.
P	The council met its responsibilities as a trustee of trust funds
	N/A - The Council is not a trustee of any trust fund.

I trust that these comments are self-explanatory, but please do not hesitate to contact me if councillors would like further details. I should like to thank the Council staff for their assistance during my visit.

Yours faithfully

Claire Connell



Chairman: Matthew Walker

Agenda Item 7.1: Planning, Environment and Highways Minutes

Clerk to the Council
Miranda Parker
Charvil Village Hall
Charvil
Reading
Berks
RG10 9TT

Minutes of the Meeting of the Planning, Environment and Highways Committee held on 30th March 2026 in Charvil Village Hall at 8pm

Present Lee Cripps (Chair), Mark A'Bear, and Alan Simpson.

Apologies Pat Sutcliffe

Absent Narinder Ryatt, Stephen Lucas, and Katrin Harding

26/355 **DECLARATIONS OF INTEREST AND ANY WRITTEN REQUESTS FOR
PECUNIARY INTERESTS IN ITEMS ON THE AGENDA TO BE CONSIDERED BY
THE CLERK**

Councillor Cripps is a neighbour of the Land West of Park Lane site

26/356 **OPEN FORUM**

There were no residents

26/357 **To Approve the Minutes of the Meeting held on 2nd March 2026**

These were approved and signed

26/358 **Highways**

To note the Speed Indicator Device data

This was noted.

26/359 **Environment**

To review the litter pick

The clerk reported that thirteen attended, including four young children, who found the day a positive experience. Only seven bags of rubbish were collected this year, which could be down to the work of the Duke of Edinburgh volunteers, Charvil Matters, and the adopt-a-street volunteers, as well as the parish's own litter pickers, keeping the area clean on a regular basis. It was also noted that some of the well-known challenging areas were not tackled this time which may have contributed to less rubbish collected. The Parish Council would like to pass on its gratitude to all those who helped on the day, and to those that go out at other times as it all contributes to a cleaner environment.

26/360 **Planning**

a) The following Planning Application for consideration

260226 Reserved Matters pursuant to Outline Planning Consent 223455 (as approved under APP/X0360/W/24/3350170) for a residential development of up to 230 dwellings, open space, internal accesses and parking, drainage measures, landscaping, demolition of all existing structures, and all other associated works. Details of vehicular access for the development to the A4 on land to the north of A4, New Bath Road – no Parish Council comment

260645 APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 122/1977, T17 and T19 T1, Maple (T19 on TPO) – Section fell to just above ground level. T2, Oak (T17 on TPO) – Crown lift to approx. 5.5m by removing 1 no. primary stem and secondary growth only; reduce 1 no. branch growing over the garden by 1.5-2m at 2, Gingells Farm Road – no Parish Council comment

260667 Householder application for the proposed development of single-storey front extension and garage conversion forming habitable room at 8 Farmer's End – no Parish Council comment

b) Planning Applications approved - the following approval was noted

252204 Application to modify planning obligation within the Section 106 Legal Agreement dated 05/05/2025 in relation to planning permission 232704. The proposed modifications concern clarifying each signatory's responsibility with respect to reptile

* Copies attached and/or forwarded

Agenda Item 7.1: Planning, Environment and Highways Minutes

translocation as well as the provision of supplemental text with respect to affordable housing on land west of Park Lane

c) To note feedback from the meetings with Bellway homes

The meetings with the Council and residents and Bellway were noted.

d) To finalise the leaflet for the Neighbourhood Plan Referendum

It was agreed that the leaflet would be based on the one produced by Twyford for their referendum, and that Councillor Simpson will liaise with the Media Assistant to produce this, with council approval of the final version via email. Councillor Simpson would also liaise with the media assistant on the social media posts in the run up to the Referendum.

26/361 Items for the next Full Council Meeting – The Bellway application, the Neighbourhood Plan, the planning application that has been received, feedback from the parish magazine, and an update on Speed watch.

The meeting ended at 8.48pm

Agenda Item 8.1: Draft Amenities Minutes



Asst. Clerk to the Council
Amanda Burton
The Village Hall
Charvil
Reading
Berks
RG10 9TT

www.charvilparishcouncil.gov.uk

Minutes of the Meeting of the Amenities Committee held on 13th April 2026

Present Jane Hartley, Matt Walker, Mark A'Bear and Pat Sutlieff

Apologies

Absent

26/984 DECLARATIONS OF INTEREST AND ANY WRITTEN REQUESTS FOR PECUNIARY INTERESTS IN ITEMS ON THE AGENDA TO BE CONSIDERED BY THE ASSISTANT CLERK – None

26/985 OPEN FORUM – None present.

26/986 To approve the Minutes of Amenities Meeting held on Monday 9th March 2026 at the Charvil Village Hall –The minutes were approved by the committee and signed by Councillor Hartley (Chair of Amenities).

26/987 To note the Assistant Clerk's Report – report was noted.

26/988 Review the Usage Reports for the Facilities.
The committee reviewed the reports and noted the numbers were tracking well.

26/989 Consider Park Inspection Weekly Reports
These have been received and other than rabbit holes reported (and since filled) nothing new to report on.

Other items for consideration

26/990 To decide which type of benches are required at East Park Farm and where they are to be located. Recommendation to be passed to full council for ratification.

The committee agreed for one picnic bench (games board on top surface) and three seated benches (same type as ordered for St. Patrick's). Location of picnic bench by the playground along with one seated bench. The other two seated benches to be located on the field outside of the fencing surrounding the sports pitches.
Recommendation to be passed to full council for ratification.

26/991 To decide where the table tennis table is to be located at St. Patrick's Recreational Ground. Recommendation to be passed to full council for ratification.

The committee agreed that the table tennis table should be sited by the playground, thus avoiding the football area and running track. Recommendation to be passed to full council for ratification.

Agenda Item 8.1: Draft Amenities Minutes

- 26/992 To devise a list of general Frequently Asked Questions for any prospective nursery or pre-school provider or long term hirer for the pavilion. These are to be passed to full council for review alongside the Ofsted questions proposed by Cllr A'Bear.**

The committee thanked Cllr A'Bear for compiling the Ofsted questions. Alongside the Ofsted questions the committee would like to see evidence from any long term prospective hirer of the following:

- Public Liability Insurance
- Credible business plan
- Demonstrable experience
- References on request
- Health & Safety Policy
- Safe Guarding Provision (for members/attendees and also for local residents and school)
- Assurance all legal and statutory requirements are satisfied

- 26/993 To hear the risk assessments for all Amenities areas have been reviewed and updated where required. Review/approve changes to the risk assessments for the village hall, pavilion and East Park Farm facilities.**

The committee heard what changes had been made to the plans and approved the amendments. Cllr Sutlieff requested an additional risk be added – aggregate stones that have recently been put in behind the retaining wall of the MUGA. Assistant Clerk to update the assessment to include the risk and what actions can be put in place to mitigate the risk.

- 26/994 To note a resident has offered daffodil bulbs for planting within the village.**

The offer was noted and the gratefully accepted by the committee. Garden Club to be consulted where is the optimal place to locate the bulbs, ideas from the committee were around some of the trees at the village hall, St. Patrick's and the newly prepared ground in the East Park Farm car park.

- 26/995 To consider the formation of a marketing plan in order to boost/maintain the usage across the facilities.**

As the current usage numbers overall are reasonable, the committee felt there was no immediate need to formulate a plan and that it would be covered within the finalised strategic plan.

- 26/996 To review the current status of the Amenities areas included within the Strategic Plan.**

No specific comment. Updates were covered by previous points on the agenda (benches, table tennis table).

- 26/997 To note any agenda items for the next meeting.**

Provision of a sign for the community orchard, in the same style as those for the country park.

- 26/998 To note any items that need to be discussed at full council meeting.**

Benches (picnic and seated) at East Park Farm

Table tennis table at St. Patrick's

Agenda Item 8.1: Draft Amenities Minutes

By virtue of the confidential nature of the business to be contracted the press and public were excluded from the remainder of the meeting under Section 2 of the Public Bodies (Admission to Meetings) Act 1960

26/999 To consider the quotation to replace the fault extractor fan in the disabled toilet at the Village Hall with a view to approving.

The replacement of the fan and quotation were approved.

26/1000 To consider the quotation to replace the faulty lights at the pavilion after failing recent emergency light tests with a view to approving. (Note: the cause of the failure could be batteries or LEDs, this is to be determined and will be invoiced appropriately).

The replacement of the faulty lights and quotation were approved.

26/1001 To retrospectively approve the quotation to supply and install pipework and caps (72 holes) at East Park Farm to facilitate the poles for a removable barrier to prevent balls from rolling into the stream during sports hire of the field for cricket and/or football.

The quotation was formally approved.

The meeting closed at 9:00pm

Solar Panel consent April 2025

Dear Miranda

The Council is pleased to grant you consent to the installation of solar PV panels on the roof of East Park Farm Pavilion on the following terms and conditions:

1. The installation to be as per the attached schedules only;
2. The works to be carried out by a suitably qualified installer following industry best practice and the Borough Council gives no warranty whatsoever as to the suitability of the structure for the installation and further the Parish Council undertakes to indemnify the Council against any building defects that may arise as a result of this installation whether direct or indirect and including, where material, building failure;
3. The Parish Council to inform the Borough Council of the location of the battery storage prior to its installation and said battery to be located only on land within the Parish Council's demise;
4. The Parish Council to fully indemnify the Council against any claims of whatsoever nature arising as a result of this installation;
5. The installation remains the sole property of the Parish Council and at the determination of the lease, however determined, the property will be surrendered back to the Borough Council free of this installation and the building made good. For the avoidance of doubt, the Borough Council as its sole discretion may agree to vary this clause.

Please retain a copy of this consent for future reference. I will forward a copy of this consent to the Council's solicitors and ask that it be added to the Deed Packet for the Pavilion.

Good luck with your installation and do come back to me if you require any further clarification.

With kind regards,

Irene Kearns

Agenda Item 8.2 Solar Panels on Pavilion

Clause 2

The current clause pushes all structural risk and liability onto the Parish Council, even for matters outside its control. A more balanced clause normally:

- keeps the requirement for qualified installers and good practice
- recognises that WBC owns the structure and holds information about it
- limits indemnity to damage caused by the installation works, not pre-existing defects or unrelated failures.

Proposed Clause

The works shall be carried out by a suitably qualified and accredited installer in accordance with relevant industry standards and best practice.

The Borough Council does not warrant the suitability of the structure for the installation; however, it shall provide any information reasonably available to it regarding the condition and construction of the building that may be relevant to the proposed works.

The Parish Council shall be responsible for ensuring that appropriate structural assessments are undertaken where necessary and shall ensure that the installation is designed and carried out so as not to compromise the integrity of the building.

The Parish Council shall indemnify the Borough Council against any damage to the building arising directly from the installation works or from negligence in the design, installation or maintenance of the equipment, but this indemnity shall not extend to pre-existing defects in the building or to failures unrelated to the installation.

Why this is more balanced

- Indemnity limited to actual installation-related damage, not “any building defect”.
- WBC must share relevant structural information it already holds.
- Keeps proper safeguards through qualified installers and structural checks.
- Protects both parties without unfairly transferring all building risk.

Clause 5

The current wording is very one-sided as it places all responsibility and cost on the Parish Council while leaving WBC complete discretion. A more balanced clause normally introduces reasonableness, mutual agreement, and optional transfer of the asset tying it to the boroughs Climate emergency policy.

Proposed Clause

The installation shall remain the property of the Parish Council during the term of the lease. The Parish Council shall be responsible for the installation, operation, maintenance and insurance of the equipment and shall ensure that it is maintained in a safe and serviceable condition.

In recognition of the public benefit arising from renewable energy generation and the Borough Council's sustainability and carbon reduction objectives, the parties agree that the installation is

intended to provide ongoing environmental and community benefit for the duration of its operational life.

Upon expiry or earlier termination of the lease, the Borough Council shall have the option to:

- (a) require the Parish Council to remove the installation and make good the building to a reasonable standard; or**
- (b) agree that the installation may remain in situ, either transferred to the Borough Council at no cost or retained by agreement where it continues to provide environmental or community benefit.**

In exercising this option, the Borough Council shall act reasonably and shall have due regard to the remaining operational life, condition, public value and sustainability benefit of the installation. Any agreement required under this clause shall not be unreasonably withheld or delayed.

Why this is more balanced

- Removes absolute discretion and replaces it with a duty to act reasonably
- Links the installation directly to climate and sustainability objectives, which WBC has formally adopted.
- Frames removal as an option, not the default, especially if the asset still has value.
- Introduces “public value” and “community benefit”, which are powerful considerations for WBC.
- Retains protection of the WBC’s building, making it harder to reject on legal grounds.



Social Media Followers

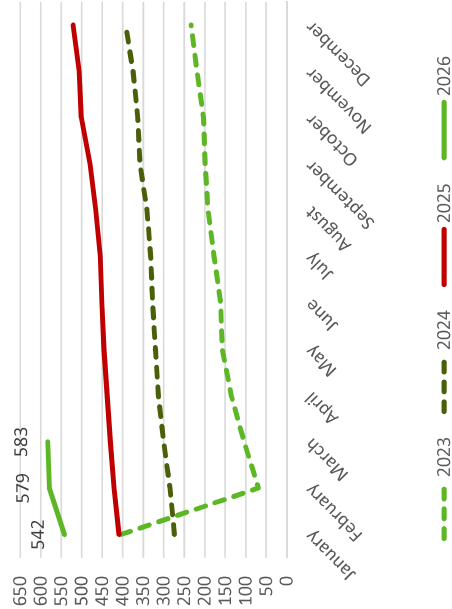
f 430

o 152

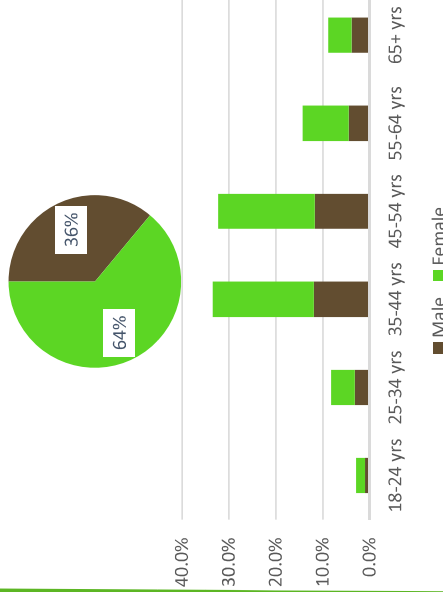
f 582

Social Media Summary

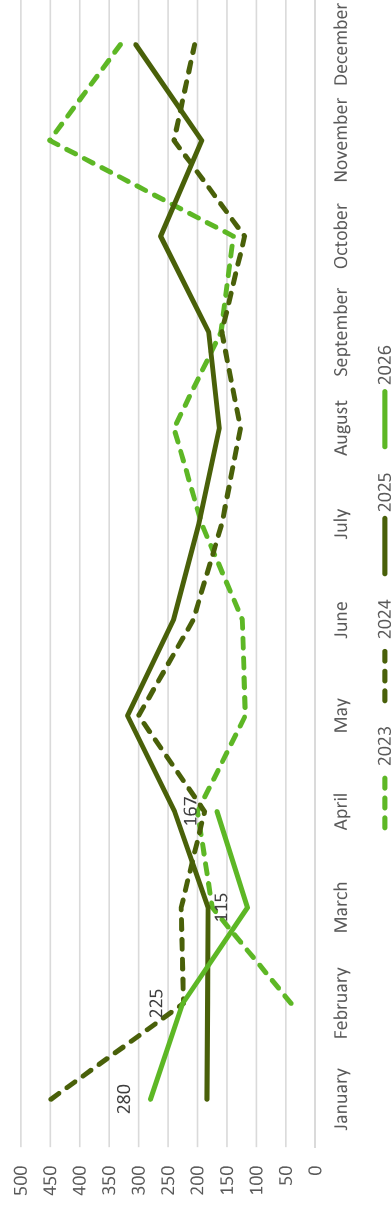
Social Media Followers



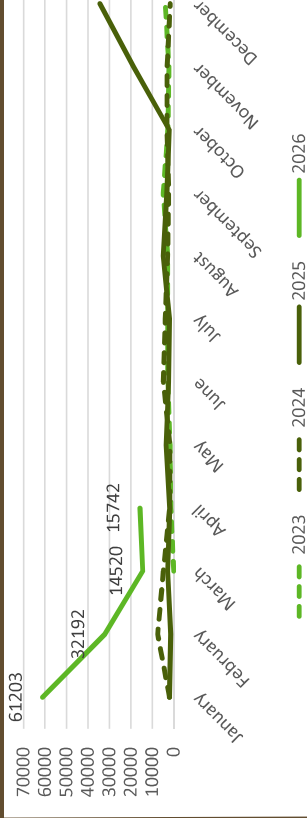
Social Media Demographics



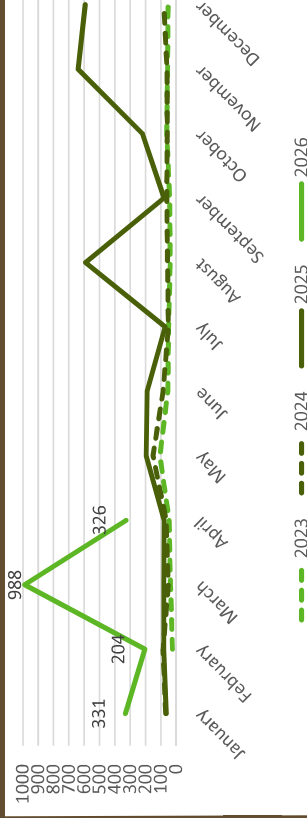
Social Media Interactions



Facebook Views



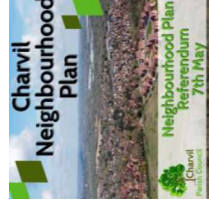
Instagram Reach



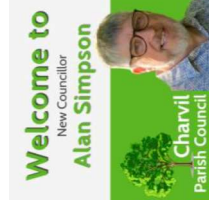
Most Popular Posts (last 28 days)



April Fool's Day



Neighbourhood Plan Referendum



Cllr Simpson Co-Opted

Website Summary

**17'876**

Total Site Visits

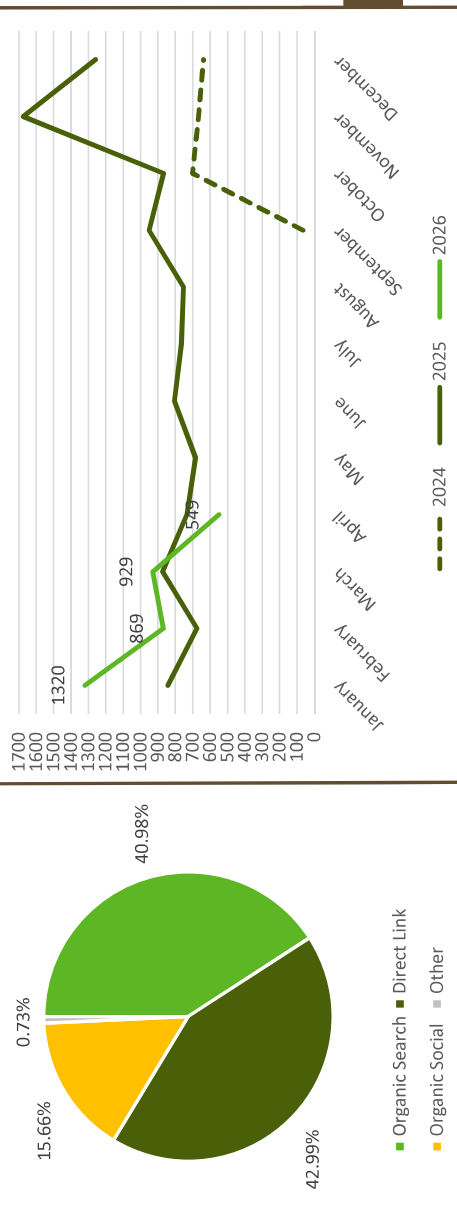
**17.9%**

Returning Visitors

**2m26s**

Avg time on site

Visitors by Source

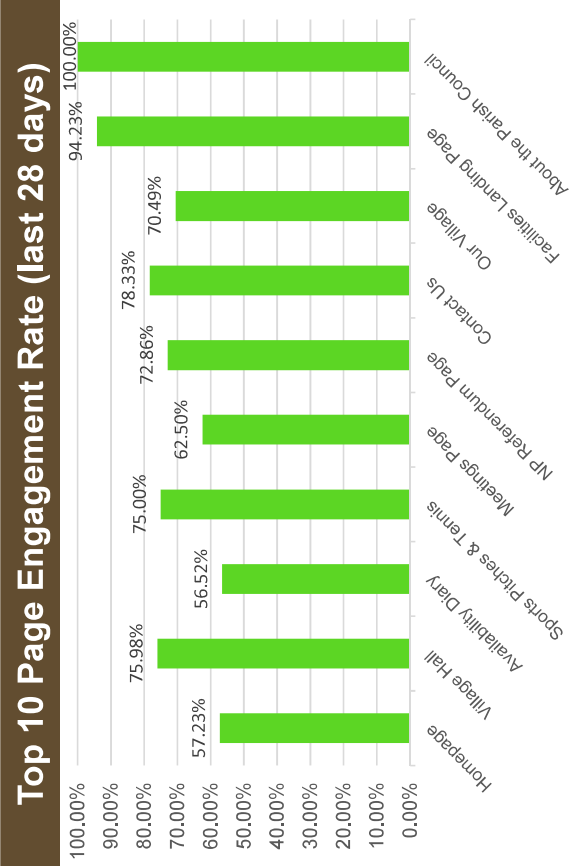
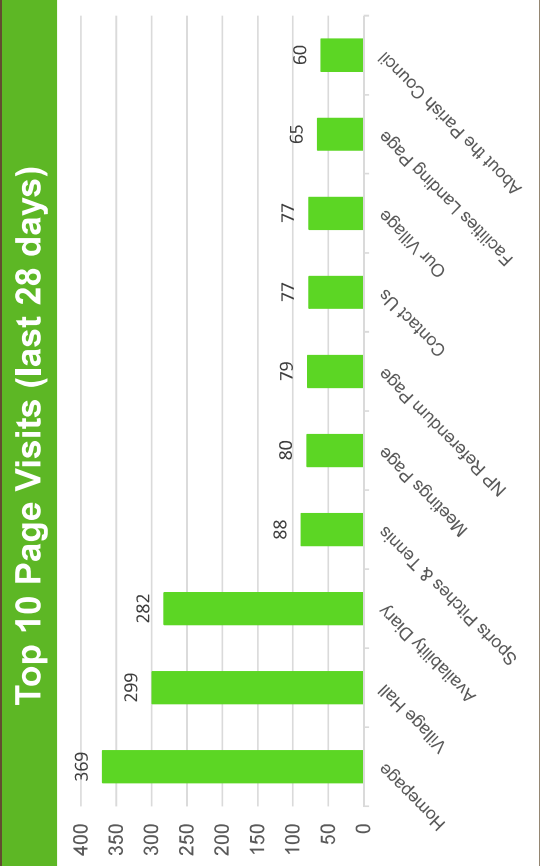


Website Updates (last 28 days)

- Councillor Attendance
- Uploading Village Magazine
- Updating Document Library
- Updating Club Listings
- Updating Meetings page to meet transparency requirements

Online Form Completion (Lifetime)

Service	Completion Count
Booking Enquiry	180
General Enquiry	120
Tennis Pass Request	70
Event Request	10
Heroes Nominations	5



Notes

- NB: April data is for part-month

Shared Drive for all CPC photos/logos etc:
[CPC Library](#)



EVENTS NEWSLETTER



16 April 2026

[Introduction to the Local Council Award Scheme](#)

This event will give you an introduction to the Local Council Award Scheme and show the benefits of accreditation.

[Free event](#)

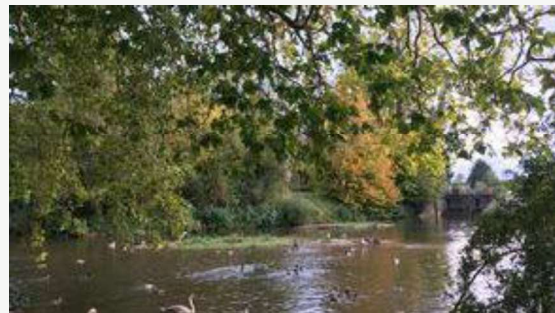


29 April 2026

[Finance and Function: Powering up parish and town councils](#)

This is the moment for parish and town councils to take the lead, to champion local voices, secure vital services, and prove the power of community-led delivery.

[Online](#)



13 May 2026

Planning Reform Unpacked: The planning shake-up and what it really means

Get the latest updates on the Planning and Infrastructure Bill and its real-world impact.

Online



20, 21 May 2026

Study Tour 2026: Taunton Town Council

This unique experience offers an in-depth and insightful look at the newly formed Taunton Town Council and its journey through its first 1,000 days.

Study tour



24 June 2026

Annual Conference 2026

The NALC Annual Conference and Exhibition is a one-day event for parish and town councils to explore reform, influence policy, and shape grassroots local government.

Conference

29 July 2026

Stronger Together: Unlocking the power of collaboration

No matter the size of your parish or town council, or the scale of your budget, real progress happens when we work in partnership.

Online



26 August 2026

Managing the Message: Making social media work for you

Learn how to create a robust social media policy that your parish or town council can actually use.

Online



30 September 2026

The Climate Comeback: Growing climate action locally

Gain practical, achievable steps to embed climate action in your council's business.

Online



15 October 2026

Introduction to the Local Council Award Scheme

This event will give you an introduction to the Local Council Award Scheme and show the benefits of accreditation.



28 October 2026

Next Generation Leadership: Building inclusive parish and town councils

Discover practical steps to engage a broader range of people in your community.

Online

Free event

Agenda Item 10.4: Community Connect Timetable

Community Connect Plan:

1. Timings 7:30-9pm (set up from 6.45/7)
 - a. 7.30-8 mingle, nibbles etc
 - b. 8-8.30 Chair's update and Q&A
 - c. 8.30 Charvil Heroes
 - d. 8.30-9 more mingling, nibbles and clear down
2. Expected Attendees:
 - TVP (maybe twice)
 - RB Fire and Rescue
 - Village Fete
 - CPC (need to agree what we want to show)
 - Charity Trustees
3. Structure of Chair's update broadly to follow structure of last year.
 - a. If each committee chair could do a max 2 slide update on their area
 - i. PEH
 - ii. Amenities
 - iii. Finance (just needs to be the normal budget table)
 - b. MW to cover
 - i. who we are, what we do reminder (from the helpful article which was in the village news)
 - ii. Key achievements/ call outs
 - iii. Get involved!
 - iv. A pointer to some key items in Strategic Plan
4. Charvil Heroes
 - a. Presentation to Runner up and winner (depending on number of attendees)
5. Refreshments – usual provision of wine/ tea/ coffee nibbles
6. Social Media – 3, 2, 1 week to go announcements?

Outstanding Actions

Action	When Decision was made	By Whom	By When	Reason for remaining outstanding
Investigating the cost of enabling hybrid meetings for the 2025-26 budget discussions	Minute 25/8623 June 2025		April 2026	To be discussed as part of committee structure
To think about the best way to alter the committee structure to best reflect the current Council priorities	Minute 25/8582 Annual Meeting of the Council May 2025	Councillors and Staff	April 2026	This was discussed at Clerk's appraisal and the Chair will bring forward a proposal
Investigating possibilities for street art for the container	Minute 25/8640 July 2025	?	?	
Creating a list of frequently asked questions for possible long-term users	Minute 25/8640 July 2025	Amenities Committee	April 2026	FAQs info for users complete. Still need FAQs for info we need from users
Deciding what to do with the pavilion in the daytime to boost usage	Minute 25/8640 July 2025	Amenities Committee	April 2026	Marketing strategy
To implement Start, Stop, Continue process	Minute 25/8575 April 2025	Council and Staff		Touched upon but no conclusion