

To: All Members of Compton Parish Council
All Councillors are hereby summoned to attend the following meeting.
Please inform the Clerk if you are unable to attend.

NOTICE OF MEETING

MEETING: Annual Meeting of the Parish Council
DATE & TIME: Monday 11th May 2026 at 7:00 pm
PLACE: Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP

S. Marshman

Dr S. Marshman, PSLCC, Clerk to the Council

5th May 2026

Agenda

1. To elect the Chair of the Council for 2026/27 and confirm their declaration of acceptance of office
2. To elect the Deputy Chair of the Council for 2026/27 and confirm their declaration of acceptance of office
3. To receive apologies for absence from Council Members and consider their acceptance
4. To receive declarations of Disclosable Pecuniary Interests, Other Registerable Interests, or Non-Registerable Interests, and consider requests for dispensation from Members with a Disclosable Pecuniary Interest
Councillors must use the [flowchart and tables](#) below to determine the precise type of interest they hold and the required course of action. During the meeting, you must clearly declare the applicable type of interest.
5. To receive:
 - 5.1 Questions or comments from members of the public regarding items on the agenda
 - 5.2 Representations from any member who has declared an Other Registerable Interest or a Non-Registerable Interest
6. To approve the [Minutes of the Full Council Meeting held on 13th April 2026](#)
7. To receive an update on previous decisions
8. To receive a report from the District Councillor

9. To consider applications for co-option – *for one vacancy*

10. To review the minutes and recommendations from the following committees:

Committee	Date	Minutes	Recommendations to Full Council
Planning	None		
Personnel	None		

11. To receive an update and review recommendations from the following working parties:

- 11.1 Burial Ground
- 11.2 Institute
- 11.3 Planning
- 11.4 Sports Pavilion
- 11.5 Village Enhancement

12. Planning Applications

12.1 To consider the following new planning applications:

- None

12.2 To consider the following amended planning applications:

- [24/02809/FULMAJ Baxter Healthcare Ltd, Wallingford Road, Compton, Newbury](#)
- Demolition of existing building and erection of 40 x residential units with associated landscaping, parking, drainage, open space and other associated works.
- [26/00261/RESMAJ Institute For Animal Health, High Street, Compton, Newbury](#)
- Reserved Matters application for the approval of appearance, landscaping, layout, and scale for the erection of 160 residential dwellings including public open spaces, landscaping pursuant to Outline planning permission 20/01336/OUTMAJ

12.3 To consider requesting that the District Councillor refer any relevant planning applications to the Western Area Planning Committee

12.4 To consider referring any planning applications for further comment from the Council's planning consultants

12.5 To receive a [report on recent planning decisions](#)

13. Finance:

13.1 To consider approving the payments listed on the [Finance Report](#)

13.2 To note the most recent [Bank Reconciliation](#)

13.3 To receive any reports from the Internal Controller

13.4 To note the Quarterly Budget Report (*if applicable*)

14. Committees and working parties:

14.1 To review the terms of reference and delegation arrangements for the following committees:

[Personnel Committee](#)

[Planning Committee](#)

14.2 To appoint any new committees in accordance with standing order 4

14.3 To appoint members to the following committees – see [previous membership](#)

Personnel Committee (3 members, 1 reserve)

Planning Committee (the maximum number is one member less than the number of councillors on the council)

- 14.4 To review current working groups, consider appointing any new working groups required, and appoint members to the working parties – see [previous membership](#)
15. To review the [Scheme of Delegation](#) for staff and to review whether any delegation arrangements are required for other local authorities
16. To review the [inventory of land and assets](#), including buildings and office equipment
17. To confirm the arrangements for insurance cover in respect of all insured risks
18. Policies:
 - 18.1 To review the following policies:
 - i. [Standing Orders](#)
 - ii. [Financial Regulations](#)
 - iii. [Complaints Procedure](#) – *minor amendment required to change the date of the adoption of the Code of Conduct in section 3.2 to 5th July 2021*
 - iv. [Code of Conduct](#)
 - v. [Data Protection Policy](#)
 - vi. [Grant Allocation Policy](#)
 - vii. [Internal Controls Policy and Procedure](#)
 - viii. [Training and Development Policy](#)
 - 18.2 To adopt the following policies:
 - i. [Freedom of Information and Environmental Information Policy](#)
 - ii. [Press & Media Procedure](#) – *to replace the previous [Media Policy](#)*
19. To review the [Council's and/or Staff Subscriptions to other bodies](#)
20. To review the [direct debits](#) approved by the Council
21. To determine the [time and place of ordinary meetings](#) of the full council up to and including the next annual meeting of full council
22. To consider Parish Council [areas of responsibility and representation on outside bodies](#)
23. To consider the [Risk Assessment for 2026/27](#)
24. To review the [Earmarked Reserves](#)
25. To receive the internal audit report from the Council's internal auditor and to consider any actions required – see the [full internal auditor's report](#) and [Page 3 of the AGAR](#)
26. Annual Governance Review 2024/25: To consider, approve, and sign and date the Annual Governance Statement - [Page 4 of the AGAR](#)

27. Accounting Statements 2024/25: To consider, approve, and sign and date the Accounting Statements - [Page 5 of the AGAR](#)
28. To consider appointing an internal auditor for the 2026/27 accounts and to agree the scope of audit – *the scope of audit will be the Internal Audit Checklist as given in pages 25-32 of the [SAPPP Practitioner's Guide 2026/27](#)*
29. To consider entering into the Service Level Agreement with West Berkshire Council for the pop-up library service and, if approved, to delegate authority to the Clerk to sign the agreement on behalf of the Council
30. To consider costs to create a lease for the use of land at School Road by Compton Primary School
31. To consider costs for annual pitch maintenance
32. To consider the installation of a storage container adjacent to the Sports Pavilion
33. To consider costs to purchase and install a boot cleaner at the Sports Pavilion
34. To receive an update on vandalism and anti-social behaviour (ASB) in the village
35. To receive reports on the following:
 - 35.1 Recreation Ground
 - 35.2 Rights of Way
 - 35.3 Village Hall
 - 35.4 Downland Practice Patient Participation Group
36. To discuss matters for future consideration or information

Date and time of next scheduled meeting:

Full Council: Monday 1st or 8th June 2026 at 7 pm – *please check following this meeting.*

Supporting Documentation

4. To receive any declarations of Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests and to consider any requests for dispensation

Members are invited to declare Disclosable Pecuniary Interests, Other Registerable Interests and Non-Registerable Interests in items on the agenda as required by the Compton Parish Council [Code of Conduct](#) for Members, as adopted on 5th July 2021, Minute 21/22-087, and by the [Localism Act 2011 Chapter 7](#).

Please use the flow chart below to ascertain the type of interest you have and what action you are required to take.

DPI = Disclosable Pecuniary Interest

ORI = Other Registerable Interest

NRI = Non-Registerable Interest

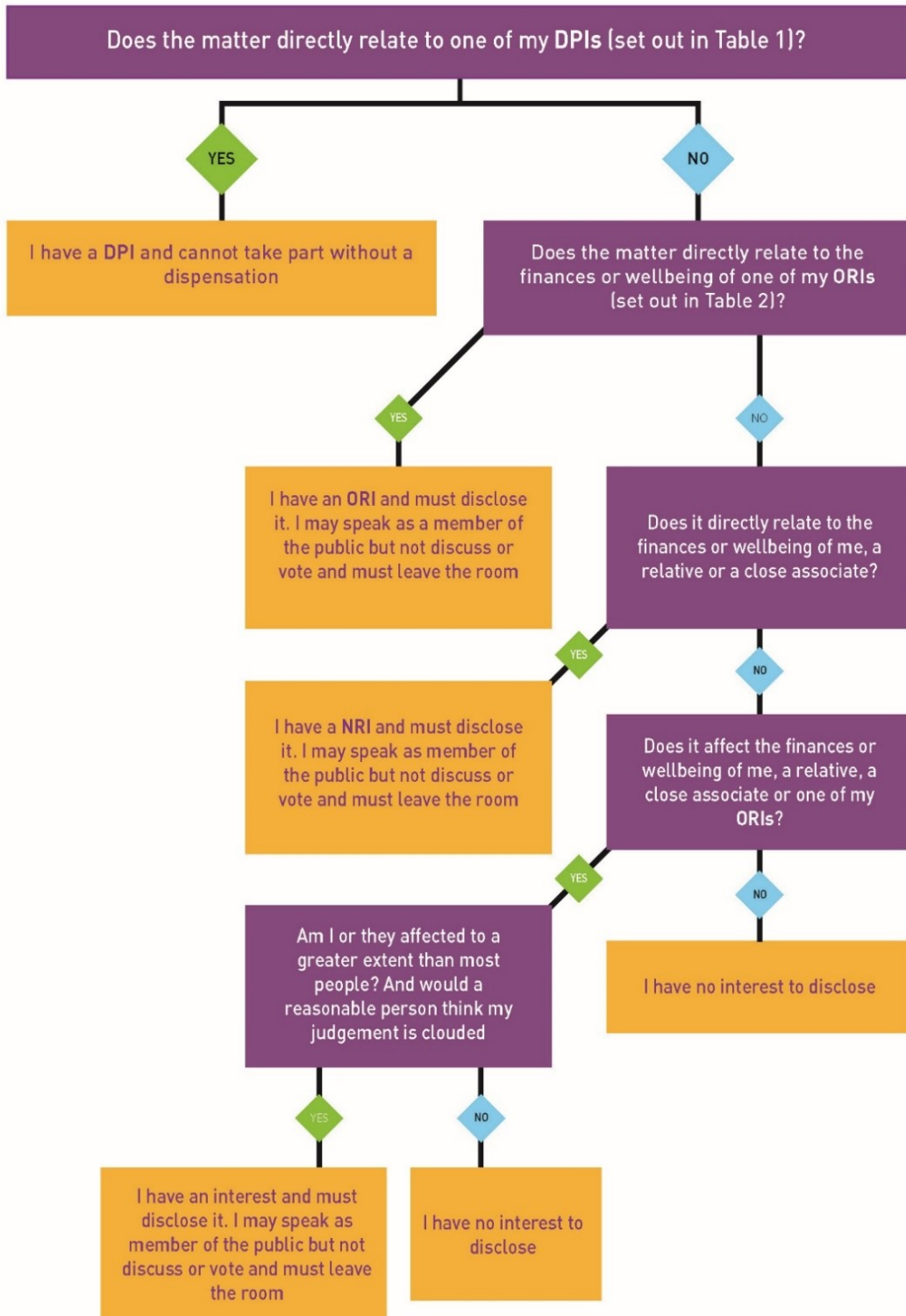


Table 1: Disclosable Pecuniary Interests

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council - (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge) - (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where - (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either - (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interest

You must register as an Other Registerable Interest:

1. any unpaid directorships
2. any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
3. any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

12.4 To receive a report on recent planning decisions

West Berkshire Council has reported the following decisions since the last Parish Council meeting:

Application Reference	Location	Proposed Work	West Berkshire Council Decision
26/00018/ CERTP	Red Lion House, Downs Road, Compton	Solar Panels	Lawful development
26/00653/ CLASSR	Mayfield Farm, Ilsley Road, Compton, Newbury RG20 7BR	Notification of Permitted Development under Class R of the General Permitted Development Order 2015 (as amended): Change of use of part of an agricultural barn at Mayfield Farm, Ilsley Road, Compton to B2 Brewery use.	The council has confirmed that the proposed change of use falls within permitted development under Class R.

13. Finance:

Finance Report

Status at last bank reconciliation 31st March 2026	
Account	Balance
Unity Trust Current Account	£9,709.99
Unity Trust Savings Account	£94,262.81
Lloyds Multipay Corporate Card	£0.00
CCLA Public Sector Deposit Fund	£25,000.00
Total	£128,972.80

Income received 7th April - 4th May 2026		
Account	Income Detail	Amount
Current	Compilations contributions (31/03/26)	£138.00
Savings	Interest (Mar)	£493.97
Current	Pitch/Pavilion Hire	£55.00
Current	Compilations advertising	£38.00
Current	VAT refund (Oct-Mar)	£3,527.42
Current	Allotment rent	£60.00
Current	Precept	£50,692.24
Current	Interest on CCLA account (May)	£77.26
Total		£55,081.89

Payments made on Lloyds Corporate Card to be approved				
Method	Date	Payee	Payment Detail	Amount
CC	27-Apr-26	Royal Mail	Postage	£1.90
CC	05-May-26	Lloyds	Card fee	£3.00
Total				£4.90

Payments from Unity Trust Current Account to be approved				
Method	Date	Payee	Payment Detail	Amount
DD	16-Apr-26	Castle Water	Water - NL Allotments Mar	£300.94
DD	20-Apr-26	Vodafone	Phone Apr	£29.59
BACS	22-Apr-26	Bowcom	Parts for line marker	£215.99
BACS	22-Apr-26	West Berkshire Council	Pop-up Library 26/27	£910.00
DD	22-Apr-26	Castle Water	Sports Pavilion water Mar	£6.89
DD	23-Apr-26	Castle Water	Water - School Road Allotments Mar	£1.11
DD	27-Apr-26	SSE Energy Solutions	Sports Pavilion electricity Jan-Mar	£314.58
FEE	30-Apr-26	Unity Trust Bank	Account fee	£7.00
BACS	06-May-26	Heelis & Lodge	Internal audit	£350.00

BACS	06-May-26	Berkshire Association of Local Councils (BALC)	Membership 26/27	£394.26
BACS	06-May-26	SLCC Enterprises Ltd	Training	£69.30
BACS	06-May-26	ICCM	Membership 26/27	£110.00
BACS	06-May-26	Staff Costs	Staff costs Apr	£2,141.97
BACS	06-May-26	A D Clark	Grounds maintenance Apr	£911.20
BACS	06-May-26	Playsafety Limited	Play area safety inspection	£147.60
Total				£5,910.43

Transfers				
Method	Date	From Account	To Account	Amount
DD	16-Apr-26	Unity Current	Lloyds Multipay Corporate Card	£97.13
BACS	05-May-26	Unity Current	Unity Savings	£30,000.00
Total				£30,097.13

Bank Reconciliation

Bank Reconciliation at 31/03/2026		
	Cash in Hand 01/04/2025	£105,611.76
	ADD Receipts 01/04/2025 - 31/03/2026	£108,188.49
	Subtotal	£213,800.25
	SUBTRACT Payments 01/04/2025 - 31/03/2026	£84,827.45
A	Cash in Hand 31/03/2026 (per Cash Book)	£128,972.80
	Cash in hand per Bank Statements	
	1 Unity Current	£9,709.99
	2 Unity Savings	£94,262.81
	3 Lloyds Corporate Card	£0.00
	4 CCLA Public Sector Deposit Fund	£25,000.00
	Subtotal	£128,972.80
	Less unrepresented payments	£0.00
	Subtotal	£128,972.80
	Plus unrepresented receipts	£0.00
B	Adjusted Bank Balance	£128,972.80
	A = B Checks out OK	

14. Committees and working parties:

14.3 To appoint members to the following committees:

The current members of the committees are:

Committee	Current Members
Personnel Committee	Rebecca Pinfold Alison Strong Sharon Tiller Reserve: Linda Moss
Planning Committee	Dave Aldis Jude Cunningham Linda Moss Rebecca Pinfold Alison Strong

14.4 To review current working groups and consider appointing any new working groups required

The current members of the working parties are:

Role	Role Holder
Burial Ground Working Group	Dave Aldis Rebecca Pinfold Alison Strong
Institute Working Group	Dave Aldis Rebecca Pinfold Jude Cunningham
Planning Working Group	This consists of members of the Planning Committee Dave Aldis Jude Cunningham Linda Moss Rebecca Pinfold Alison Strong
Sports Pavilion Working Group	Rebecca Pinfold Alison Strong Sharon Tiller
Village Enhancement Working Group	Jude Cunningham Linda Moss Rebecca Pinfold Alison Strong

16. To review the inventory of land and assets, including buildings and office equipment

Description	Date Acquired	Purchase Value	Location
BE001 - Bench in Play Area		£625.00	Play Area, Recreation Ground, Burrell Road
BE002 - Bench in Play Area		£625.00	Play Area, Recreation Ground, Burrell Road
BE003 - Bench o/s Village Hall		£625.00	Village Hall, Burrell Road
BE004 - Bench o/s Village Hall		£625.00	Village Hall, Burrell Road
BE005 - Bench o/s Sports Pavilion		£625.00	Recreation Ground, Burrell Road
BE006 - Bench in Recreation Ground		£625.00	Recreation Ground, Burrell Road
BE007 - Bench in Recreation Ground		£625.00	Recreation Ground, Burrell Road
BE008 - Bench by Cricket Ground		£625.00	High Street
BE009 - Bench in Play Area	10/2012	£170.00	Play Area, Recreation Ground, Burrell Road
BE010 - Bench on Cheseridge Corner	10/2012	£170.00	Cheseridge Corner
BE011 - Lest We Forget Bench	December 2018	£992.40	High Street by Cheap Street
BE012 Memorial Bench 1	06/03/2023	£540.49	Recreation Ground, Burrell Road
BE013 Memorial Bench 2	06/03/2023	£540.49	Recreation Ground, Burrell Road
BE014 Memorial Bench 3	06/03/2023	£540.49	Recreation Ground, Burrell Road
BS001 - Bus Shelter	December 2009	£8,025.00	High Street by Newbury Lane
BS002 Bus Shelter	01/12/2025	£4,734.56	Corner of High Street and Cheap Street
BU001 - Sports Pavilion		£60,000.00	Recreation Ground, Burrell Road
DB001 - Dog waste Bin opposite Primary School		£350.00	School Road
DB002 - Dog waste bin by bus shelter		£350.00	High Street
DB003 - Dog waste bin by Lowbury Gardens exit	April 2021	£503.48	Recreation Ground, Burrell Road
DB004 - Dog waste bin by Burrell Road exit	April 2021	£503.48	Recreation Ground, Burrell Road
DB005 - Dog waste bin by railway bridge	April 2021	£503.48	Wallingford Road
DB006 - Dog waste bin by footpath sign	06/2021	£531.48	Downs Road
DB007 - Dog waste bin on triangle	06/2021	£531.48	Coombe Road
DB008 - Dog waste bin to be installed	06/2021	£531.48	

DB009 - Dog waste bin to be installed	06/2021	£531.48	
EQ001 - Petrol Strimmer	05/2003	£350.00	
EQ002 - Filing Cabinet		£105.00	Wilkins Centre, Burrell Road
EQ003 - Filing Cabinet		£105.00	Wilkins Centre, Burrell Road
EQ004 - Projector and Case	11/2015	£170.06	
EQ005 - Laptop	03/2016	£565.83	
EQ006 - 2 Drawer Filing Cabinet	06/2018	£95.99	Clerk
EQ007 - Mobile Phone	December 2018	£150.00	Clerk
EQ008 - Laptop	02/2021	£261.24	Chairman
EQ009 - Laptop	02/2021	£261.24	CllrM
EQ010 - Line Marking Machine	06/2021	£654.16	
EQ011 - Whiteboard	09/2021	£105.51	Sports Pavilion
EQ012 Laptop	23/06/2022	£802.62	Clerk
EQ013 Monitor	23/06/2022	£185.22	Clerk
EQ014 CCTV Equipment	21/03/2023	£5,678.94	Recreation Ground, Burrell Road
FL001 Footway Lights x68 (see separate list)	Various	£67,390.51	
GA001 - 5 bar gate		£140.00	
GA002 - 5 bar gate		£140.00	
GA003 - 5 bar gate	01/04/2013	£397.50	Newbury Lane Allotments
GE001 - WW1 Memorial Plaque and Base	06/2016	£886.60	High Street by Cheap Street
GE002 - Various Christmas Decorations	December 2016	£542.71	The Foinavon
GE003 - Concrete Pads for Picnic Tables x2	06/2021	£1,390.00	Recreation Ground, Burrell Road
GE004 - Concrete Pad o/s Sports Pavilion	11/2021	£2,295.00	Recreation Ground, Burrell Road
GE005 Votive	13/09/2022	£381.62	St Mary & St Nicholas Church, Compton
LA001 - Site of Village Hall and Wilkins Centre		£1.00	Burrell Road
LA002 - School Road Allotments		£1.00	Wilson Close
LA003 - Newbury Lane Allotments		£1.00	Newbury Lane
LA004 - Grazing Land		£1.00	Newbury Lane
LA005 - Recreation Ground		£1.00	Burrell Road
LA006 - Land at Gordon Crescent		£1.00	Gordon Crescent

LA007 - Land at Manor Crescent		£1.00	Manor Crescent
LB001 - Litter Bin by 43 Burrell Road		£387.50	Burrell Road
LB002 - Litter Bin by 8 Burrell Road		£387.50	Burrell Road
LB003 - Litter Bin by noticeboard		£387.50	High Street
LB004 - Litter Bin on green by Newbury Lane		£387.50	Manor Crescent
LB005 - Litter Bin by Lowbury Gardens	April 2021	£422.37	Recreation Ground, Burrell Road
LB006 - Litter Bin by play area	April 2021	£422.37	Recreation Ground, Burrell Road
LB007 - Litter Bin by MUGA	April 2021	£422.37	Recreation Ground, Burrell Road
LB008 - Litter Bin by youth shelter	April 2021	£422.37	Recreation Ground, Burrell Road
LB009 - Litter Bin by exit near Primary School	April 2021	£422.37	Recreation Ground, Burrell Road
LB010 - Dual litter/dog waste bin	06/2021	£708.98	Wilson Close
NB001 - Noticeboard	09/2006	£2,446.49	High Street by Cheap Street
PE001 - Multi Use Games Area	10/2008	£20,020.00	Recreation Ground, Burrell Road
PE002 - Toddler Springers x2		£618.60	Play Area, Recreation Ground, Burrell Road
PE003 - Swings	10/2006	£2,277.00	Play Area, Recreation Ground, Burrell Road
PE004 - Toddler Swings	10/2006	£1,341.00	Play Area, Recreation Ground, Burrell Road
PE005 - Sidewinder see-saw	10/2006	£1,071.00	Play Area, Recreation Ground, Burrell Road
PE006 - Tropica Multi-Play System	10/2006	£14,178.00	
PE007 - Fun Run Fitness Trail	10/2006	£2,418.00	Play Area, Recreation Ground, Burrell Road
PE008 - Whirly Bird and safety surface	10/2006	£6,624.00	Play Area, Recreation Ground, Burrell Road
PE009 - Basketball Post		£560.00	Play Area, Recreation Ground, Burrell Road
PE010 - Table Tennis Table	07/2014	£2,295.00	Recreation Ground, Burrell Road
PE011 - Table Tennis Table	02/2015	£2,295.00	Recreation Ground, Burrell Road
PE012 - Cantilever Basket Swing	06/2016	£5,886.00	Recreation Ground, Burrell Road
PE013 - Mini Goal Posts	03/2017	£981.23	Recreation Ground, Burrell Road
PE014 - Cableway	December 2018	£11,814.00	Recreation Ground, Burrell Road
PE015 - Goal Posts	10/2021	£1,400.00	Recreation Ground, Burrell Road
PT001 - Picnic Table in Play Area		£150.00	Play Area, Recreation Ground, Burrell Road
PT002 - Picnic Table in Play Area		£150.00	Play Area, Recreation Ground, Burrell Road
PT003 - Picnic Table near MUGA	03/2021	£2,100.00	Recreation Ground, Burrell Road

PT004 - Picnic Table near Youth Shelter	03/2021	£2,100.00	
SB001 - Salt Bin		£150.00	Shepherds Mount
SB002 - Salt Bin		£150.00	Newbury Lane
SB003 - Salt Bin	01/12/2019	£150.00	Shepherds Mount
SB004 - Salt Bin	December 2019	£150.00	Shepherds Mount
SB005 - Salt Bin	01/12/2019	£150.00	Shepherds Mount
SB006 - Salt Bin	01/12/2019	£150.00	Shepherds Mount
SB007 - Salt Bin	01/12/2019	£150.00	Whitewall Close
Speed Indicator Device (SID)	22/05/2023	£1,605.50	
YS001 - Youth Shelter	07/2015	£5,872.00	Recreation Ground, Burrell Road
Total		£261,735.19	

18.2 To adopt the following policies:

Freedom of Information and Environmental Information Policy

Version number	1.0	Minute reference	
Adopted by	Full Council	Review due	Annually
Date adopted			

1. *Introduction*

The Parish Council is committed to openness and transparency. The Council has adopted the Information Commissioner's Office (ICO) Model Publication Scheme (2021) and publishes information in accordance with that scheme. Details of the information the Council makes routinely available can be found in the document titled [Information Available from Compton Parish Council Under the Freedom of Information Model Publication Scheme](#).

This policy explains how members of the public may access information held by the Council under the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR).

2. *Accessing Information*

Information may be obtained in the following ways:

a) Parish Council Website

The Council routinely publishes information online, including agendas, minutes, policies, financial information and governance documents. Members of the public are encouraged to check the website first.

b) Inspection of Documents

Requests to inspect documents should be made to the Clerk. Some records may require notice to locate or prepare, and an appointment may be necessary.

c) Written Requests

If the information is not available on the website or through routine publication, a written request may be submitted to the Clerk.

A valid FOI request must include:

- the requester's name
- an address for correspondence (email or postal)
- a description of the information sought

Requests do not need to refer to the Freedom of Information Act to be valid. The Council will treat any request for recorded information as a request under the Freedom of Information Act or Environmental Information Regulations, where appropriate, and will respond in accordance with the relevant legislation.

Requests for environmental information may be made verbally or in writing under the EIR.

3. Council Response

The Council will respond within 20 working days of receipt of a valid request. The Council will:

- confirm whether the information is held
- provide the information, subject to any exemptions or exceptions
- advise if a fee is payable
- explain any refusal and outline the review process

Where a request is complex or voluminous, the Council may extend the deadline under the EIR to a maximum of 40 working days and will notify the requester within the initial 20 working day period, explaining the reasons for the extension.

4. Fees and Charges

The Council follows the relevant statutory fees regulations and associated guidance issued by the Information Commissioner's Office.

a) Freedom of Information Act

The Council may charge for:

- disbursements (e.g. photocopying, printing, postage)
- staff time spent locating and retrieving information, only where the estimated cost exceeds the statutory limit of £450 (calculated at £25 per hour)

The Council will estimate the cost of complying with a request to determine whether it exceeds the appropriate limit of £450 (calculated at £25 per hour, equating to 18 hours of work). This estimate includes staff time spent locating, retrieving and extracting the information.

If the estimated cost exceeds £450, the Council may:

- refuse the request,
- comply with the request and charge in accordance with the Fees Regulations, or
- offer advice to help the requester narrow the scope.

Where the estimated cost does not exceed the limit, the Council will not charge for staff time and will only charge for disbursements.

b) Environmental Information Regulations

Under the EIR, the Council may charge a reasonable amount for staff time and disbursements. Charges will be advised in advance.

Any charge under the EIR will be reasonable and will not be set at a level that would discourage requests for information.

c) Standard Disbursement Charges

- Photocopying/printing: 10p per sheet
- Postage: actual cost

Information will not be released until any applicable fee has been paid. Where a fees notice is issued under FOIA, the statutory time limit for responding to the request will be paused until payment is received.

5. Exemptions and Exceptions

Some information may not be disclosed. The Council will apply exemptions under FOIA and exceptions under EIR where appropriate. Examples include:

- personal data protected by the UK GDPR and Data Protection Act 2018
- commercially sensitive information
- information provided in confidence
- information that would prejudice law enforcement or legal proceedings

Where information is withheld, the Council will explain the reason.

Any refusal of a request will be provided in writing within the statutory time limit, stating the reasons for refusal, the relevant exemption or exception, and the requester's right to request an internal review and to appeal to the Information Commissioner's Office.

6. Advice and Assistance

The Council has a duty to provide reasonable advice and assistance to anyone seeking information. Requests for help should be directed to the Clerk.

Further guidance is available from the Information Commissioner's Office at www.ico.org.uk.

7. Complaints and Internal Review

If a requester is dissatisfied with the Council's response, they may request an internal review within 40 working days. The review will be undertaken by a member or officer not previously involved in the original decision, where possible.

If the requester remains dissatisfied after the internal review, they may contact:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113
www.ico.org.uk

8. *Document Updates*

Version	Date	Amendments
1.0		Adopted

Press and Media Procedure

Version number	1.0	Minute reference	
Adopted by	Full Council	Review due	Annually
Date adopted			

1. *Introduction*

The purpose of this procedure is to define the roles and responsibilities within the Council for working with the media and deals with the day-to-day relationship between the Council and the media. It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, it provides guidance on how to deal with issues that may arise when dealing with the media.

2. *Key Aims*

The Council is accountable to the local community for its actions, and this can only be achieved through effective two-way communications. The media – press, radio, TV, internet – are crucially important in conveying information to the community so the Council should maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities.

It is important that the press has access to the Clerk/ Members and to background information to assist them in giving accurate information to the public. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

3. *The Legal Framework*

The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. The Council must also have regard to the government's Code of Recommended Practice on Local Authority Publicity.

The Parish Council's adopted Standing Orders should be adhered to.

4. *Contact with the Media*

The Clerk and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.

Confidential documents including reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who responsible and appropriate action was taken.

When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made.

Whenever possible any information given to the press shall be given in writing so as not to leave interpretation open to misunderstanding and misreporting.

There are a number of personal privacy issues for the Clerk and Members that must be handled carefully and sensitively. These include the release of personal information, such as home address and telephone number (although Member contact details may be in the public domain); disciplinary procedures and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Clerk before any response is made to the media.

When responding to approaches from the media, the Clerk or the Chair are authorised to make contact with the media.

Statements made by the Chair and the Clerk should reflect the Council's opinion. Other Councillors can talk to the media but must ensure that it is clear that the opinions given were their own and not necessarily those of the Council.

There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. Such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks. All correspondence must come from the Clerk.

5. Attendances of Media at Council Meetings

The Local Government Act 1972 requires that agenda, reports and minutes are sent to the media on request.

The media are encouraged to attend Council meetings, and seating and workspace will be made available.

Any filming or recording of Council proceedings by the media should be with prior notice to the Clerk and Chair of the meeting (see Standing Orders and the Council's Recording of Meeting's Procedure).

6. Press releases

The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of the Clerk and Members to look for opportunities where the issuing of a press release may be beneficial.

The Clerk or any Member may draft a press release, however they must all be issued by the Clerk in order to ensure that the legal principles are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored.

7. Social Media

The Council has a separate social media and electronic communication procedure.

8. Document Updates

Version	Date	Amendments
1.0		Adopted

19. To review the Council's and/or Staff Subscriptions to other bodies

Body	Last renewal	Subscription cost to renew / at last renewal
Berkshire Association of Local Councils (BALC) / National Association of Local Councils (NALC)	May 2026	£ 394.26
Campaign to Protect Rural England (CPRE)	July 2025	£ 36.00
Community Council for Berkshire (CCB)	May 2025	£ 35.00 +VAT*
Community Buildings Advice Service (through CCB)	January 2026	£ 157.50 +VAT*
Institute of Cemetery and Crematorium Management (ICCM)	May 2026	£110
National Allotment Society	December 2024 <i>Currently following up on lack of recent renewal documents</i>	£ 55.00 +VAT*
Society of Local Council Clerks (SLCC)	December 2025	£ 203.04

*All VAT paid is reclaimable.

20. To review the direct debits approved by the Council

Below are the direct debits and regular credit card payments:

Type	Payee	Reason
DD	Castle Water	Water at School Road allotments Water at Newbury Lane allotments Water for Sports Pavilion
DD	CPRE	Membership
DD	Information Commissioner's Office	Registration fee
CC	Lloyds Bank	Pay off the full value of payments on the credit card each month
CC	Microsoft	Software
DD	SSE Energy Solutions	Electricity for street lighting Electricity for Sports Pavilion
DD	Unity Trust Bank	Bank account charges
DD	Vodafone	Council mobile phone

21. To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council

All meetings are to be held in the Wilkins Centre, Burrell Road, Compton, where possible. If the facility is unavailable, the Clerk will seek an alternative facility.

Date of Meeting	Time	Type of Meeting
Monday 1 st (or 8 th) June 2026	7pm	Full Council
Monday 22 nd June 2026	7:30pm	Personnel Committee
Monday 6 th July 2026	7pm	Full Council
No meeting scheduled for August		-
Monday 7 th September 2026	7pm	Full Council
Monday 5 th October 2026	7pm	Full Council
Monday 19 th October 2026	7:30pm	Personnel Committee
Monday 2 nd November 2026	7pm	Full Council
Monday 7 th December 2026	7pm	Full Council
Monday 11 th January 2027	7pm	Full Council
Monday 1 st February 2027	7pm	Full Council
Monday 8 th February 2027	7:30pm	Personnel Committee <i>(only if required)</i>
Monday 1 st March 2027	7pm	Full Council
Monday 15 th March 2027	7pm	Annual Parish Meeting
Monday 12 th April 2027	7pm	Full Council
Monday 17 th May 2027*	7pm	Annual Parish Council Meeting

N.B. Planning Committee Meetings will be scheduled as and when required.

* Suggested date due to the local council elections on Thursday 6th May 2027.

22. To consider Parish Council areas of responsibility and representation on outside bodies

The roles assigned in the previous year were as follows:

Role	Role Holder
Allotments	Jude Cunningham
Downland Practice Patient Representation Group representative	Alison Strong Linda Moss Sharon Tiller
Footpaths and Rights of Way	Alison Strong Linda Moss
Internal Controller	Jude Cunningham
Neighbourhood Action Group / Police Liaison	Linda Moss
Play Area & Inspections	Linda Moss
Social Media	Rebecca Pinfold
Village Hall Representative	Sharon Tiller

23. To consider the Risk Assessment for 2026/27

Risk Register 2026/2027

Version number	1	Minute reference	
Adopted by	Full Council	Review due	APCM May 2027
Date adopted			

1. *Introduction to Risk Assessment and Management*

The failure to manage risks effectively can be expensive in financial terms and also in terms of service delivery. Therefore, it is important that Councils have a system to help them assess and manage risks. Ultimately risk management is the responsibility of Members because risks threaten a council's ability to achieve its objectives.

Assessment and Management of risk is one of the mandatory areas addressed on Internal Audits. The Risk Assessment system and associated Risk Register will be used by Internal Auditors to assess whether the Council takes seriously its possible exposure to risk and has put in place actions to limit the consequences of potential risks.

For smaller parishes, this system will be relatively simple. It can essentially be broken down into the following 3 main steps:

- Identifying the key risks facing the council
- Evaluating the potential of one of these risks occurring
- Managing the risk: agreeing measures to avoid, reduce or control the risk or its consequence.

2. *Risk Identification*

Risks can be divided into a number of categories and the following have been used here:

- Physical assets – buildings, equipment, IT hardware etc.
- Finance – banking, loss of income, petty cash etc.
- Injury to the public and/or staff – in halls, playgrounds and recreation grounds, etc
- Complying with legal requirements – agendas and minutes, records, etc
- Councillor propriety – declarations of interest, gifts and hospitality etc

3. *Risk Evaluation*

Risk Evaluation is essentially a 2-part exercise, answering the questions:

- What is the chance of the risk occurring?
- What is the likely impact if it does occur?

In smaller Parish Councils it is only necessary to classify the answers to each of these questions as Low, Medium or High

4. Risk Management

There are three main ways of managing risks:

- Manage the risk yourself
- Take out insurance to cover the risk
- Agree with another party that they will manage the risk on your behalf; this may include rewarding them for so doing

5. Risk Register

Identified risks are documented in a Risk Register.

It should be noted that Risk Assessment and Management is not a one-off exercise; risks should be constantly kept under review, especially as the business of the Council changes and new projects are undertaken.

6. Risk Assessment Matrix

Identified risks are assessed using the following matrix.

Likelihood	Highly Likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
		Impact		

Category 1: Assets

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Damage to – or loss of – fixtures and fittings	M/2	M/2	M/4	The Parish Council insurance policy covers buildings (e.g. football pavilion), office contents, street furniture, playground equipment, and the Multi-Use Games Area.	
Loss of data - physical	L/1	L/1	L/1	All important files are held within lockable filing cabinets. The council is in the process of ensuring digital copies of important physical files are held.	
Loss of data – electronic	L/1	M/2	L/2	Continual backup to cloud storage is made of the Parish Council files.	
Asset Register is out of date	L/1	L/1	L/1	An inventory of all Council assets is maintained by the Clerk, who arranges appropriate insurance cover. The Asset Register is reviewed yearly by Councillors.	

Category 2: Injury to Public, Members and/or Staff

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Injury to third parties, members, and staff on Council premises	L/1	H/3	M/3	Insurance has been taken out to cover Public Liability (£12M), Employers Liability (£10M) and Personal Accident. Users of the Recreation Ground are required to take out separate liability insurance for events (e.g. the fete).	
Injury to third parties using equipment in play areas on Compton Recreation Ground	L/1	L/1	L/1	The Parish Council has a maintenance agreement with a local company to carry out an annual independent play-safety inspection on play equipment and goalposts. Also, an identified Parish Councillor carries out regular checks and reports monthly.	Monitor inspection findings and ensure any required works are carried out.
Injury to third parties and members because of ice, snow etc. on parish council maintained land	L/1	M/2	L/2	Insurance has been taken out to cover Public Liability (£12M).	
Lone Working - Injury, illness or incident involving the Clerk or Councillors during site visits	L/1	M/2	L/2	The Parish Council has an adopted Lone Working Policy (revised June 2020), which sets out responsibilities and safe working practices. The policy requires lone workers to “follow safe working practices” and “remain alert for their own safety”. Lone workers carry a mobile phone and follow the guidance in the policy when travelling or meeting members of the public.	

Category 3: Finance

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Precept is not adequate	L/1	M/2	L/2	The Council reviews the draft budget, including the amount of Precept, each December, with a final draft being reviewed and agreed in the January prior to the submission deadline for the Precept amount.	
Council funds are not properly managed	L/1	M/2	L/2	Income is invested in appropriate accounts by a competent Clerk. This is reviewed regularly by members at the Council meeting.	
Loss of cash through theft or dishonesty	L/1	M/2	L/2	<p>No petty cash is maintained by the Council / Clerk.</p> <p>Any necessary expenditure on small items such as stamps is paid for unapproved on a corporate credit card, which has an appropriate limit set and is paid off monthly by direct debit. Insurance cover has been taken out to cover</p> <p>a) loss of non-negotiable money and robbery</p> <p>b) misappropriation of funds by staff or Councillors (Fidelity Guarantee sum insured = £250,000)</p>	
Council Financial Regulations are inadequate	L/1	M/2	L/2	Council financial procedures are well-tried and tested. A set of Financial Regulations, under which the Council operates, was formally adopted by members at the Meeting held on 12 th May 2025, Minute 25/018. These are reviewed at the Annual Meeting each May.	

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Council financial controls and accounting records are inadequate to prevent financial irregularity	L/1	M/2	L/2	<p>The Clerk maintains Council accounting records using Scribe. Members are provided with monthly reports covering bank balances, explanatory notes and management accounts. All payments are made electronically. All electronic payments are submitted by the Clerk and authorised by two Councillors. A full list of payments for approval is submitted at each Full Council meeting.</p> <p>If required, all cheques are presented to Full Council for approval and cheque stubs are signed by two Councillors.</p> <p>The Internal Controller reviews the invoices, bank reconciliation and other finance records each month.</p>	
Audit documentation is not submitted within the required timeframe to the internal and external auditors	L/1	M/2	L/2	<p>The Clerk must ensure the documentation from the External Auditors has been received and follow the given timeframes within the documentation.</p>	

Category 4: Insurance

Risk	Chance	Impact	Risk	Management Control	Further Action
Insurance must be renewed each year	L/1	L/1	L/1	The insurance renewal must be considered at the September meeting each year in time for the 1 st October renewal date.	
Insurance must cover Public Liability (£10M), Employers Liability (£10M), Personal Accident and Fidelity	L/1	L/1	L/1	The Clerk reviews the insurance policy before presenting to the Council. The Council reviews the policy at the point of renewal and at the Annual Parish Council Meeting.	

Category 5: Councillor Propriety

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Members do not declare their interests, gifts or hospitality	L/1	L/1	L/1	<p>The Clerk maintains a Register of Interest, which all Councillors are required to keep up to date. An agenda item at each meeting gives members the opportunity to declare Disclosable Pecuniary Interests, Other Registerable Interests and Non-Registerable Interests. A flow chart to assist Councillors to determine the type of interest they have is included within each agenda pack.</p> <p>Members are requested to review their Register of Interest at the start of each Municipal Year.</p>	

Category 6: Business Continuity

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Loss of Clerk	L/1	M/2	L/2	All electronic files are backed up to the Cloud. The Chairman possesses a sealed envelope containing the relevant passwords in order to be able to access the files should this be required.	
Cyber-attack, phishing, ransomware or unauthorised access to Council systems	L/1	H/3	M/3	The Council uses secure cloud storage with ransomware protection, multi-factor authentication, a password manager, and regularly updated software. The Clerk and Councillors receive basic cyber-awareness guidance. These controls significantly reduce the likelihood of a successful attack.	

Category 7: Legal Compliance

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Motions adopted by the Council are not legal	L/1	M/2	L/2	The Clerk advises members if she considers a motion may be illegal. Standing Orders were adopted on 12th May 2025, Minute 25/018, and are reviewed annually at the Annual Meeting. They are updated whenever a new model document is released. The Council refers to the 12th edition of <i>Arnold-Baker on Local Council Administration</i> by Roger Taylor as a general reference text, alongside up-to-date NALC and SLCC model documents and guidance from BALC/HALC and SLCC.	

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Committees and officers exceed their terms of reference	L/1	M/2	L/2	Committee Terms of Reference and Delegated Powers are reviewed annually at the Annual Meeting of the Parish Council. The Clerk has a detailed Job Description.	
Minutes and agendas are not produced in a timely manner or made available to the public	L/1	L/1	L/1	Signed agendas for all meetings are produced by the Clerk. The agendas are emailed to members at least 3 clear days before each meeting and are posted on the Council notice board in the Parish on the Tuesday before each Monday meeting. Minutes are produced within 4 weeks of the meeting and are posted on the website and the notice board.	
Council documents are not controlled properly	L/1	L/1	L/1	All documentation is produced using version control mechanisms. All important documents received are filed in a Correspondence File available to all members. Documents are filed in a lockable filing cabinet via a classification index at the home of the Clerk. Some historical documents are filed in lockable cabinets in the Village Hall. Electronic documents are filed using a folder structure.	
Effectiveness of internal audit is not considered.	L/1	M/2	L/2	An annual review of the effectiveness of internal audit must be undertaken and recorded in the minutes at the next meeting after the report has been received. Appropriate steps should be taken to deal with matters raised in reports from the internal auditor through agenda items.	

Risk	Likelihood	Impact	Risk Rating	Management Control	Further Action
Formal advice is not sought when required.	L/1	M/2	L/2	Continue with memberships of BALC/HALC and SLCC.	
Failure to comply with data protection registration	L/1	M/2	L/2	The Council is registered with the Information Commissioner's Office and the registration fee is paid annually by direct debit.	
Failure to comply with Freedom of Information request	L/1	M/2	L/2	The Council has a Model Publication scheme in place. The Parish Council and the Clerk are aware that if a substantial request came in it could create a number of additional hours' work. The Clerk is able to claim overtime should this be required.	Update Publication Scheme as needed.
Failure to comply with the General Data Protection Regulations	L/1	M/2	L/2	The Clerk has attended GDPR training. All Councillors complete data protection training once every election term (four years). New Councillors are required to complete data protection training shortly after joining the Council to ensure they understand their responsibilities under GDPR.	Ensure data protection training is scheduled for all new Councillors and repeated once every election term.
Failure to comply with the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018	L/1	L/1	L/1	Failure to comply with the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018	Annual review of the accessibility statement and website compliance.

24. To review the Earmarked Reserves

The table below shows the earmarked reserves throughout the 2025/2026 financial year.

Reserve	Balance 1st April 2025	Transfer from General Reserves	Spend	Receipts	Balance 31st March 2026
Earmarked					
Burial Ground	£5,653.50	£2,372.40	£0.00	£0.00	£8,025.90
Bus Shelter Grant	£5,804.56	£0.00	£4,734.56	£0.00	£1,070.00
CIL	£0.00	£0.00	£0.00	£0.00	£0.00
Election Fees	£0.00	£0.00	£0.00	£0.00	£0.00
Flood Grant	£0.00	£0.00	£0.00	£0.00	£0.00
Play Equipment Maintenance	£0.00	£2,324.00	£0.00	£0.00	£2,324.00
Professional & Legal Advice	£531.15	£1,371.00	£0.00	£0.00	£1,902.15
s106 Grant (Greens Yard)	£22,014.77	£0.00	£0.00	£0.00	£22,014.77
s106 Grant (Lowbury Gardens)	£47,879.85	£0.00	£0.00	£0.00	£47,879.85
s106 Grant (The Laurels)	£6,844.82	£0.00	£0.00	£0.00	£6,844.82
Sports Pavilion	£2,622.50	£0.00	£2,622.50	£0.00	£0.00
Street Light Replacement	£0.00	£6,361.47	£0.00	£0.00	£6,361.47
Training	£0.00	£629.64	£0.00	£0.00	£629.64
Tree Maintenance	£0.00	£550.00	£0.00	£0.00	£550.00
Village Events	£293.88	£0.00	£0.00	£0.00	£293.88
TOTAL EARMARKED RESERVES - 31st March 2026	£91,645.03	£13,608.51	£7,357.06	£0.00	£97,896.48
GENERAL FUNDS - 31st March 2026					£31,076.32
TOTAL FUNDS - 31st March 2026					£128,972.80