

BERINSFIELD PARISH COUNCIL

Clerk to the Council: Alex Marasco

Berinsfield PC, PO Box 4987, Swindon DO, SN3 9GQ

Tel: 07491152091 Email: clerk@berinsfield-pc.gov.uk Website: www.berinsfield-pc.gov.uk

**You are summoned to attend the meeting of
Berinsfield Parish Council which will take place on
Monday 7th September 2026 at 7.15pm in
Berinsfield Sports Pavilion, Lay Avenue, Berinsfield.**

2nd September 2026

Alex Marasco
Clerk to the Council

AGENDA

1. **Public Participation in accordance with Standing Orders.**
2. **Apologies for Absence.**
3. **Declarations of Interest and Dispensations.**
4. **County Councillor's Report.**
5. **District Councillor's Report.**
6. **Minutes of Full Council.** To approve as a correct record the Minutes of the Parish Council meeting held on 3rd August 2026.
7. **Staffing Committee Minutes.** To receive the Minutes of the Staffing Committee meeting held on 6th August 2026.
8. **NJC Pay Award 2026/27.** To note the agreed NJC national pay award for 2026/27 and to confirm its implementation, including the payment of any salary arrears due.
9. **Pavilion Alarm Monitoring.**
 - a) To consider the Council's current fire alarm monitoring arrangements with Trinity and to agree any action required.
 - b) To consider a quotation from Iris VBS for monitoring of the intruder alarm.
10. **Stewardship.** To further consider the Parish Council's position regarding stewardship arrangements in Berinsfield and to agree any further action.
11. **Community Speed Watch.** To consider Thames Valley Police's Community Speed Watch scheme.
12. **Damaged Wet Pour.** To receive an update from the Clerk on repairs to damaged wet pour in the Recreation Ground Play Area.

13. **Impersonation by Email.** To consider scam emails that have been circulating, posing as the Chairman of the Parish Council. The Clerk has reported this through appropriate channels.
14. **Finance Committee.** To consider setting a date for two meetings of the Finance Committee, the first to discuss fees for 2027-28 and the second to discuss setting a budget for 2027-28.
15. **Scheme of Delegation to the Clerk/RFO.** To consider establishing a formal Scheme of Delegation to the Clerk/RFO, including the scope of administrative, operational, financial and other functions which may appropriately be delegated and to agree the principles and next steps for the preparation and adoption of a Scheme.
16. **Committee Terms of Reference and Delegated Authority.** To review the Terms of Reference, functions and delegated authority of the Council's committees and to consider and agree any amendments required. A terms of reference, functions and delegated authority officer recommendation is supplied with this agenda.
17. **Christmas Lights.** To consider quotations and proposals for Christmas lights for Christmas 2026.
18. **Recruitment of Administrative Assistant.** To consider the following points:
 - a) To set a date for a meeting of the Staffing Committee, which has delegated authority to make an appointment in the recruitment process.
 - b) To receive an update on the recruitment process.
 - c) To delegate authority to the Clerk to purchase work equipment necessary for the Administrative Assistant to commence work, including a laptop, mobile phone and associated sim contract, printer and any other items reasonably required.
19. **SODC Collaboration.** To receive an update from the Clerk on the various projects the Parish Council is working with SODC to complete.
20. **Correspondence and Items For Information.**
21. **To approve the schedule of payments for August 2026.**
22. **Bank Statements.** To inspect the balances on the bank statements for the Parish Council's three accounts and to sign the reconciliation.
23. **Items for Report to Chair.**
24. **Date of Next Meeting – 5th October 2026.**