

You are SUMMONED to attend the MEETING OF THE PARISH COUNCIL on Monday 9 June 2025 at 7:30pm at Denham Grove Hotel, Studio 10, Conference Wing, Tilehouse Lane, Denham UB9 5DG.

The Press and Public are entitled to attend the meeting, please email clerk@denhambucks-pc.gov.uk if you wish to address the Council in the Public Session. However, the Council may pass a resolution excluding them at any time or at any stage of the proceedings on the grounds that specified items of business may involve the likely disclosure of exempt information.

Members are reminded that they should declare publicly any interest that they might have in any matter (whether it is apparent in the agenda or not) immediately prior to any discussion on it. They should state whether it is a personal interest only, or a prejudicial interest as well, and the nature of the interest.

Meeting Etiquette:

- Grammatical correction of minutes to be sent to the Clerk ahead of the Full Council Meeting
- Agenda items to be sent to the Clerk a week ahead of the Full Council Meeting accompanied by background information.
- Members raise their hands to speak and wait until Chair calls them to speak.
- Members to observe the Code of Conduct and Communication Charter in being polite and respectful.
- Principles of public life – **Selflessness, integrity, objectivity, accountability, openness, honesty, leadership**

Agenda No	Agenda Item
20250609/01	Welcome and Apologies for Absence
20250609/02	Declaration of Interests Under Section 33 Localism Act 2011 to grant dispensation to Councillors who may have incurred expenses whilst carrying out their duties as a Parish Councillor.
20250609/03	Public Session (not to exceed 15 mins – Standing Order 3 (e & f) and no member of the public can speak for more than 5mins, Standing Order 3 (g).
20250609/04	Approval of Minutes • Minutes of the Planning Meeting 7 May 2025 • Minutes of the Annual Parish Meeting 8 May 2025 • Minutes of the Annual Council Meeting 12 May 2025 • Minutes of the Communities and Events Meeting 20 May 2025 • Minutes of the Services Meeting 2 June 2025
20250609/05	Reports from Outside Bodies
20250609/06	Chairman's Report • Colne Valley Park Forum (see attached)
20250609/07	Report from Unitary Councillors
20250609/08	Executive Clerk's Report (Nothing to report)
20250609/09	Internal Audit Report – (Refer to the report attached prepared by Bridget Knight based on the examination that took place on Friday 30 May 2025) The points raised within the letter will be discussed at the Finance meeting on Friday 6 June 2025 at 10am.

	• Debit card for the Clerk/RFO based upon Financial Regulations • Metro Bank Statements A/c Nbrs 26827876 and 28510955 – Clerk/RFO to access statements
20250609/10	External Auditor Ratification Recommendation: This Council confirms the appointment of our External Auditors PK-F Littlejohn LLP, 15 Westferry Circus, London E14 4HD
20250609/11	AGAR Report for Approval Recommendation: This Council agrees to the attached Annual Governance and Accountability Return for 2024/2025 being signed by the Chair and Clerk and for the associated papers to be sent to our external auditor PKF Littlejohn.
20250609/12	What do Councillors want to achieve this year as a Council? (i.e.) • Projects • Future Direction • Goals
20250609/13	Breakthrough Communications
20250609/14	Grant Applications Received • Mac Paton Luncheon Club • Denham United Ladies FC Both applications will be considered by the Finance Committee on Friday 6 June, and this agenda item is to ratify their proposal.
20250609/15	Council Representation and Committee Structure (See attached) Councillors representations on outside bodies and Committee structure for 2025/26
20250609/16	Neighbourhood Plan (To Note) Inaugural meeting of the Neighbourhood Plan Steering Group to take place on Wednesday 25 June at 7pm, Denham Parish Council offices.
20250609/17	Martinsfield (Nothing to report)
20250609/18	Financial Matters and Reports 1. Flagstone Update (See attached) 2. Financial Budget Comparison Report (See attached) 3. Finance Correspondence List 4. Payments Report for May/June 2025 (See attached) £19,544.21

	Expenses over £500 + VAT for May/June 2025 (To Note)	
	Dr Tech – Monthly IT Charges - May	£640.81
	Turfcare – MB Grass and Marking - May	£772.20
	RoSPA – Play Area Audit	£936.00
	Lamps & Tubes – Installation of Bunting	£660.00
	Uxbridge Employment – Recruitment cost for Events Co-Ordinator	£2,795.52
	R Watts – Tree works across Denham	£5,184.00
	Plan-ET – Neighbourhood Plan works	£1,111.20
	MT Loos – PortaLoos for Summer Festival	£804.00
	Glasdon – Bench memorial Cllr S Sproul	£879.99
	Phillip Newell – Grass Cutting	£922.50
	Forward Trust – Weed Spraying	£2,250.00
	Pen & Ink – Banners and Banner Stands	£1,266.00
	Total	£17,222.22
20250609/ 19	Date of Next Meeting	
	14 July 2025 at 7.30pm, at Denham Grove Hotel, Tilehouse Lane, Denham UB9 5DG	

Signed: Derek Wilson – Executive Clerk and RFO

Date: 4 June 2025

Upcoming Meetings and Events:

Time	Day	Date	Meeting
6.30pm	Wednesday	11 June 2025	Policy and Procedures (Cancel / Reschedule)
3pm to 5pm	Sunday	15 June 2025	Music on the Green event
7pm	Tuesday	17 June 2025	Communities and Events meeting
7pm	Monday	1 July 2025	Planning meeting
11am to 2pm	Friday	4 July 2025	Memory Café, St Marks Hall, Denham Green
7.30pm	Monday	7 July 2025	Services meeting
3pm to 5pm	Sunday	13 July 2025	Afternoon Social & Bingo, Community Centre, New Denham
7.30pm	Monday	14 July 2025	Full Council meeting