

# BRITWELL PARISH COUNCIL

**NOTICE, AND SUMMONS TO ALL PARISH COUNCILLORS, TO ATTEND THE ANNUAL MEETING OF BRITWELL PARISH COUNCIL TO BE HELD ON WEDNESDAY 19<sup>th</sup> MAY 2021, FOLLOWING THE ANNUAL PARISH MEETING AT 7:00 PM, IN THE COMMUNITY CENTRE, LONG FURLONG DRIVE, BRITWELL SL2 2PH.**

**The meeting is open to the public and press** and the first 15 minutes will be reserved, if required, for public comment.

**Declarations of Interest:** Any Member attending the meeting is reminded of the requirement to declare if he / she has a personal interest or a prejudicial interest in any item of business as defined in the Code of Conduct.

**To deal with the following business:-**

## AGENDA

- 1 To elect a Chair for the coming year and the Chair to sign a Declaration of Acceptance of Office
- 2 To elect a Vice Chair for the coming year
- 3 Apologies for absence
- 4 To confirm the minutes of the Council meeting held on 28<sup>th</sup> April 2021
- 5 Matters Arising from previous meetings (not covered elsewhere on the agenda)
- 6 Updates from Neighbourhood Police
- 7 Outside Bodies – a) to appoint representatives; b) To receive reports from members
- 8 Coronavirus – a) to receive update concerning Slough Covid Outbreak group ; b) to review and consider any contingency or other arrangements
- 9 To review and approve the constitutional documents of the Council – a) Standing Orders; b) Financial Regulations; c) Risk Assessment; d) Code of Conduct.
- 10 General Data Protection Register – to review Data held
- 11 Planning – to review any applications received since issue of agenda
- 12 Annual Governance & Audit Return 2020 -21 - To approve Annual Governance Statement and Accounting Statements.
- 13 Building Works - to review and approve arrangements or make any decisions concerning :-
  - 13.1 Vision /parameters for redevelopment /refurbishment /Regeneration Proposals
  - 13.2 Update on Works to i) fencing; ii) outside building fabric; iii) bollards.
  - 13.3 Proposed Works including bar toilets; and Fire Risk assessment update and works ;
- 14 Parish Communication: – To review and approve any arrangements or make any decisions concerning a) general communications and b) the website or parishioner issues, if any
- 15 Report on Community Centre and Sports Ground - To review and approve arrangements or make any decisions concerning a) Recycled Teenagers Club b) Fun Fair and c) any other service or use.
- 16 Finance:
  - 16.1 To receive and approve the income and expenditure figures to end of April and bank reconciliation
  - 16.2 To ratify expenditure since the last meeting and approve payments presented to the meeting
  - 16.3 To review Debtors including for Fields
- 17 Chicken Ranch Bar – To review and approve any arrangements or make any decisions concerning proposed lease
- 18 Agenda items for Next Meeting
- 19 Any Other Business
- 20 S.1 (2) Public Bodies (Admission to Meetings Act 1960 to agree that in view of the confidential nature of the business to be transacted under item 21 below that the public be temporarily excluded and be instructed to withdraw
- 21 Commercial Issues -Chicken Ranch Bar - to review/determine on legal & confidential issues
- 22 Next meeting Wednesday 16<sup>th</sup> June 2021 at 7.00pm at the Britwell Parish Community Centre

Signed:.......... Date 12<sup>th</sup> May 2021

Jonathan Holder ,Locum Clerk