

## BRITWELL PARISH COUNCIL

### MINUTES OF THE MEETING OF BRITWELL PARISH COUNCIL HELD ON WEDNESDAY 17<sup>th</sup> JUNE 2020 AT 7.05 P.M., REMOTELY VIA ZOOM

**Present** Cllr P K Mann (in the chair)  
Cllrs., P Brooker, Mrs S Brooker, J Finn, P Murphy and S Wright

**In Attendance** : Mr. J. Holder (Locum Clerk) ;

#### **20/90/PC Declaration of Interest**

90.1 Cllrs. P Brooker and Mann made a general declaration that each was a member of Slough BC, with Cllr Mann making a further declaration that she was a Cabinet member of Slough BC (for Planning) specifically in respect of agenda item 9.

90.2 Cllrs Brooker and Mrs Brooker made a declaration in respect of the item on Slough Food Bank, for which they were volunteers (agenda item 13.1). Cllr. P Brooker made a declaration in respect of reimbursement of expenses, to be considered under agenda item 14.2.

#### **20/91/PC Apologies**

91.1 No apologies for the meeting had been received from Cllr R. Anderson, who was absent.

#### **20/92PC Minutes of the meeting held on 20<sup>th</sup> May 2020**

The minutes of the Council meeting held on 20<sup>th</sup> May were **approved** as an accurate record of the meeting. The Chair would sign and send a scanned copy to the Clerk.

#### **20/93/PC Matters Arising (not covered elsewhere on the agenda)**

93.1 *Slough BC Audit & Corporate Governance Committee* (minute 75.1) –. The Committee had been advised that Cllr Wright was now the Parish representative.

93.2 *Code of Conduct (minute 78.5)* - The Locum Clerk noted that NALC had recently published a model Code of Conduct; he would review and if change required from that approved last month, would bring to Council. **Action: Locum Clerk**

93.3 *Slimming World Refund -(minute 64.1 )* – The Locum Clerk noted that in addition to the reimbursement of payments to Ms Sherwood approved for 24 and 31 March due to coronavirus, Ms Sherwood had now advised that there had been no hire use the previous week for 17 March. It was **agreed** to approve reimbursement also for this third payment. **Action: Locum Clerk**

93.4 *Ground Bookings :Britwell FC (minute 84.5)* – The Locum Clerk said that as part of his year end preparation for audit, he had reviewed payments. He had previously advised that £240 was owed by Britwell FC from 2018 -19 season, for which £200 had recently been paid. He confirmed that in fact, it had been £190, not £240 owed and that the £200 payment covered both the outstanding £190 plus £10 for late payment.

#### **20/94/PC Neighbourhood Police**

94.1 There had been no update this month.

94.2 Cllr Wright said he had been in Monksfield Recreation Ground the Saturday before last when about a dozen youths made an horrendous attack on three local young people. He

chased across and found one local lad had been seriously stabbed; he administered first aid and phoned 999. He understood that the police had subsequently arrested four youths, two of whom were from Slough with one from Bristol. Council members expressed their appreciation of Cllr Wright's public spirited response.

#### **20/95/PC Updates from Outside Bodies**

95.1 *Youth Club* - Cllr Murphy reported that a meeting was planned for next Monday to consider future steps coming out of lockdown.

#### **20/96/PC Coronavirus**

96.1 *Staff* – Mr Holder said that he had spoken with staff to advise that they had not in fact been furloughed. Whilst they could not yet return to full normal duties, they could resume duties including doing a deep clean of the premises prior to any re-opening. Whilst the cleaner confirmed she had the necessary personal protection equipment (PPE), the caretaker would require both mask and gloves. Cllr Wight requested that the caretaker should contact him, Cllr Mann also noting that she had supplies. **Action: Locum Clerk /Cllr Wright**

96.2 *Support for Local Community* – Cllr Brooker had ordered the two banners giving coronavirus support contact details and expressing support for the NHS/key workers, which were expected next week. He had also heard back on artwork. Cllr Mann had not heard back from Slough BC.

96.3 *Use of Premises* – Mr Holder said that from conversation with staff, he had been advised that a deep clean of the hall and other areas which would need to be included, would take about an hour and half to two hours and then adding time for it to dry, one should allow two and one half hours between different users of the hall. It was **agreed** that the Locum Clerk should attend the webinar on 25 June in respect of Opening Community Halls, organised by Connecting Communities in Berkshire at a cost of £25. It was further **agreed** to arrange for two dispensers of alcohol gel to be placed in the building, Cllr Wright to provide contact details. **Action: Cllr Wright/ Locum Clerk**

96.4 Cllr Murphy noted that a risk assessment should be done before opening the Hall. **Action: Locum Clerk**

#### **20/97/PC Autumn Celebration -September/October 2020**

97.1 Further to discussion, it was agreed that the Celebration be placed on hold until the position was clearer. Cllr Wright would contact Mr Traynor of the funfair to advise there would be no Autumn Celebration. **Action: Cllr Wright**

#### **20/98/PC Planning**

98.1 *Application S/00308/006 – Construction of single storey extension at 41 -43 Wentworth Avenue, Slough SL2 2ER* – Cllr Mann, as Cabinet member of Slough BC (for Planning), vacated the chair and excused herself for this item, with Cllr Brooker taking the chair.

98.2 The application was for a building opposite the Youth Centre. It was agreed that Cllr Brooker would review outside of the meeting and report back. **Action: Cllr Brooker**

#### **20/99/PC Site Vision & Building Works**

99.1 The Locum Clerk again noted that the current lockdown and the pending Bar Lease expiry gave a window for development. Cllrs Anderson and Mann were still to get input from Stephen Gibson, Regeneration director at Slough BC, to help inform possible options. **Action: Cllrs Anderson / Mann**

99.2 Cllr Murphy noted the need to attend to the asbestos. The Locum Clerk noted that in respect of the minor interim work, he had chased and was awaiting a quote.

**Action: Locum Clerk**

## **20/100/PC Annual Governance and Accountability Return (AGAR) 2019 -20**

100.1 *Internal Audit Report* - The Locum Clerk highlighted the three issues raised by the Internal Auditor :-

a) The surplus for the year 2019 -20 was high, resulting in a General Fund balance at year end of over £134k. The Council were requested to consider transfer of balances to earmarked reserves. The Locum Clerk noted that there had been a question mark as to whether the precept would be cashflowed last year and the Council had had to budget on a conservative basis; the Council did eventually receive it but six months after the due date. The issue on earmarking moneys had been an agenda item for some months but had been deferred pending more concrete proposals on the Site Vision. Following consideration, it was **agreed** that £100,000 be transferred from the General Reserves to the Community Hall Building Fund, raising that earmarked reserve to £150k which was in line with estimated refurbishment costs provided last year by Slough BC if that option were taken, excluding any asbestos costs. This would leave a General Fund balance equating to about eight months of precept .

b) Ongoing risks associated with the bar tenancy – The Locum Clerk noted that these had now crystallised with the expiry of the lease . There still remained repayment issues and these remained an area of focus by the Council.

c) NEST contributions – the Locum Clerk noted there had been minor deduction errors, which had been identified and resolved going forward when he became involved earlier in the year 2019-20 . Rectification of these minor errors to be considered later in the meeting.

100.2. The Locum Clerk highlighted the financial papers provided to the Internal Auditor including the Cashbook and the Income & Expenditure Summary. The Council **approved** the Income & Expenditure Account and the Balance Sheet for 2019 -2020 which had been prepared following the Internal Audit.

100.3 *Annual Governance Statement 2019 -20* - Having reviewed the statements, it was **agreed to approve**, and for the Chair to sign, the Annual Governance Statement.

100.4 *Accounting Statements 2019-20* – As part of the review of the Accounting Statement, the Locum Clerk highlighted the Explanation of Variances, Explanation for “High” Reserves, the Reconciliation between balances carried forward and cash assets and the Bank Reconciliation. Further to its review, the Council **agreed to approve**, and for the Chair to sign, the Accounting Statements 2019-20.

100.5 The Locum Clerk to forward the Annual Return to the external auditors. He would also arrange for publication of the period for the exercise of public rights. **Action: Locum Clerk.**

## **20/101/PC Post Community Governance Review Strategy**

### *New Website*

101.1 Having viewed the new website, Cllr Murphy requested that the old picture of the Centre be replaced. The Locum Clerk was requested to circulate the web biography supplied by Cllr Brooker to other members so that they could use it as a template. **Action: Locum Clerk**

### *Parishioner Issues*

101.2 The Locum Clerk was awaiting an update from insurers in respect of the child injured in May 2019 .

### *Internal Audit Request from Slough BC*

101.3 The Locum Clerk updated the Council, details of which he had previously circulated. He had been contacted early in the month by an accountant from RSM, Slough BC's internal auditor proposing an internal audit of the Council to ensure that precept moneys are "*spent in line with the authority delegated*." He had responded to state that the Council is a separate legal body with powers granted by Parliament and whilst it bills Slough BC for the precept, the precept is set by the Parish Council and is not subject to approval by Slough BC. The Council is answerable to its electors and in common with other parish councils, required to provide an Annual Governance and Accountability Return (AGAR), which is subject to both an internal audit and an external audit. The response was also sent to Sushil Thobhani and insofar as Slough BC claimed a legal right, were requested to advise. There had been no response. Mr Holder noted that the Council's Internal Auditor who had just completed his Internal Audit, referred to above, also contacted RSM in like manner. Members noted that it was a strange request.

### **20/102/PC Community Centre and Sports Ground**

#### *Slough Foodbank*

102.1 Cllr Brooker said that Mr Holder had been back in respect of the agreement and the Council was near to agreement. Mr Holder had previously circulated the draft agreement together with issues raised. The Council **agreed** that there would be no hire charge or caretaker fee; insurance would be in place and no deposit required. Whilst the period for the main session open to the public on Saturday morning would be fixed, the hour required during the week to replenish supplies would build in flexibility as the Council might need for other bookings.

102.2 Cllr Brooker said that storage for Foodbank stock still need to be determined; one option might be the store room. There was no immediate push to start as many of the volunteers were shielding from Covid 19. Next steps were for the Foodbank manager to attend to conduct a risk assessment; for storage to be worked out and for the agreement to be finalised. The Council **approved** the agreement in principle.

#### *Hire Issues*

102.3 The Locum Clerk was still awaiting to hear from Glad Tidings and would chase.

**Action: Locum Clerk**

### **20/103/PC Finance**

103.1 *Income & Expenditure* - Mr Holder highlighted a few items in the cashbook. The income and expenditure and bank reconciliation for May 2020 were **approved**.

103.2 In addition to bank payments and direct debits, it was **agreed** to approve the following payments by BACS :-

- £455.00 to Mr Dancer for Internal Audit for AGAR 2019 -20;
- £546.00 (inc VAT) to Nigel Stow for plumbing work for Bar toilets;
- £115.20 (inc VAT) to reimburse Cllr Brooker for banners from Banners for All;
- £115.20 (inc VAT) to K&S Signs Ltd for dog sign;
- £1,702.50 (inc VAT) to Manorcott Legal & Business Services LLP for locum clerk work;
- £14.39 (inc VAT) to Jonathan Holder to reimburse for Zoom monthly call.

*Additional bank Signatories*

103.3 Cllr Murphy said it would be prudent if another signatory were appointed to approve electronic payments and pay cheques. Currently, Cllr Mann, Brooker, and Murphy could do both whilst Cllr Wright could sign cheques. This should be considered at the next meeting.

**Action: Locum Clerk**

**20/104/PC Chicken Ranch Bar**

104.1 The Locum Clerk had written to the Tenants to confirm that the lease would expire on 20 June. The Council *ratified* its decision that it did not wish to acquire any furniture or other property of the Tenants. The Tenants had installed a chiller and the Council discussed whether it wished to acquire it; details of purchase and maintenance had been requested and the Council confirmed it would wish to see these.

**Action: Locum Clerk**

104.2 Cllrs Wright and Murphy together with the Locum Clerk had met last Friday to review the Inventory drawn up at the start of the lease. They were satisfied but it was noted that the asset List needed updating.

**Action: Locum Clerk**

104.3 Cllr Wright and the Locum Clerk had met the Tenant last Sunday to do the final pool takings. The Tenant had previously been advised that the Council did not wish to acquire its furniture or other property, which it was then moving. The Tenant would return its keys on Saturday 20 June, time to be advised. Cllrs Wright and Mann said they would attend to receive these.

**Action: Cllrs Mann & Wright**

104.4 The Council deferred discussion of outstanding moneys until later in the meeting.

**20/105/PC Agenda items for Next Meeting**

105.1 To include Additional bank Signatories.

**Action: Locum Clerk**

**20/106/PC Any Other Business**

106.1. There was none.

**20/107/PC Next Meeting**

107.1 The next Full Council Meeting to be at 7.00 pm on Wednesday 15<sup>th</sup> July 2020 remotely via Zoom.

**20/108/PC Exclusion of the public**

It was agreed that further to S.1(2) of the Public Bodies (Admission to Meetings) Act 1960 that in view of the confidential nature of the business to be transacted under Items 19 and 20 on the agenda that the public be excluded and the matters dealt with in a subsequent Part Two meeting.

Part 1 of the meeting closed at 8.35 pm.

Signed as a true record of the meeting

.....Chair

Dated.....