

BRITWELL PARISH COUNCIL

MINUTES OF THE MEETING OF BRITWELL PARISH COUNCIL HELD ON WEDNESDAY 20th MAY 2020 AT 7.05 P.M., REMOTELY VIA ZOOM

Present Cllr P K Mann (in the chair)
Cllrs. R. Anderson, P Brooker, Mrs S Brooker, P Murphy and S Wright

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

2068/PC To Elect a Chairman for the coming year

Cllr. Anderson proposed, Cllr Brooker seconded and it was **agreed** that Cllr Mann be elected Chair for the coming year. Cllr Mann signed a Declaration of Acceptance of Office.

2069/PC To Elect a Vice Chairman for the coming year

Cllr. Anderson proposed, Cllr Wright seconded and it was **agreed** that Cllr. Brooker be elected Vice Chairman for the coming year.

2070/PC Apologies

70.1 Apologies for the meeting were received from Cllr J Finn, who had tried unsuccessfully to join the meeting. The Locum Clerk was requested to check with Cllr Finn in respect of any technical difficulties.
Action: Locum Clerk

2071PC Declaration of Interest

71.1 Cllrs. Anderson, P Brooker and Mann made a general declaration that each was a member of Slough BC.

71.2 Cllrs Brooker and Mrs Brooker made a declaration in respect of the item on Slough Food Bank, for which they were volunteers (agenda item 16.4). Cllrs Wright and Murphy made a declaration in respect of payments to be made to Cllr Wright (agenda item 17.2).

2072PC Minutes of the meeting held on 15th April 2020

The minutes of the Council meeting held on 15th April were **approved** as an accurate record of the meeting. The Chair would sign and send a scanned copy to the Clerk.

2073/PC Matters Arising (not covered elsewhere on the agenda)

73.1 *Annual Parish Meeting /Regulatory Provision* (item 20/51 & 67.1) –. The Locum Clerk said that although Government regulations now allowed Council meetings to be held remotely, no such permission had been given for parish meetings and so the Annual Parish meeting due for today had been cancelled.

2074/PC Neighbourhood Police

74.1 The report provided by Police Sergeant Cerrig Shardlow was noted. PC Aaron O'Sullivan would be joining the team from June. The Chair expressed the Council's thanks to Sgt. Shardlow . She noted however that more on the Britwell area would be appreciated with less on the Baylis and Farnham wards.
Action: Locum Clerk

2075/PC Appointments to and Updates from Outside Bodies

75.1 *Slough BC Audit & Corporate Governance Committee* – As Cllr Brooker had now taken the office of Mayor for Slough, he had to step down from this committee. It was noted that Cllrs Mann and Anderson were also not eligible as they were Slough BC Cabinet chairs. It was

confirmed that Cllr Wright would represent the Council, it being acknowledged that if meeting dates fell on Youth Club evenings, he would need to give his apologies. The Locum Clerk would advise the Committee of the changed representative. **Action: Locum Clerk**

75.2 *Youth Club* - Cllr Murphy reported that activities and courses were being put out on *Whats App* to Youth Club members which they had found useful.

75.3 Cllrs Murphy and Wright were also distributing food from the Co-op to a number of needy families.

20/76/PC Coronavirus

76.1 *Staff* – Further to the last meeting, the Locum Clerk had spoken with staff and subsequently written to them concerning furlough. Although the initial understanding was that Council employees were eligible to be furloughed, in light of subsequent advice received from BALC since the last meeting, the Council **ratified** their revised position that the staff were not to be furloughed. No claim had actually been made to the Government to reclaim furlough money and staff had been paid as usual. Following discussion, it was **agreed**:-

- a) Whilst staff could not yet return to full normal duties, they could resume duties with some variation being required in light of coronavirus, such as doing a deep clean of the premises prior to any re-opening; the Locum Clerk should liaise with Cllrs Murphy and Wright and update staff; **Action: Locum Clerk /Cllr Murphy & Wright**
- b) To review and acquire any new resources eg sanitisers or personal protection equipment; **Action: Locum Clerk /Cllr Murphy& Wright**

76.2 *Support for Local Community* – The Chair said that further to the last meeting, she had tried but had not been able to obtain further details either on the banner or where the leaflets had been delivered in Britwell. Following discussion, it was **agreed** that:-

- a) at an approximate cost of £60 each, Cllr Brooker would obtain two banners respectively giving coronavirus support contact details and expressing support for the NHS/key workers and for these to be put on outside fencing; **Action: Cllr Brooker**
- b) Cllr Mann would check if artwork from local children could be used on the banners and liaise with Cllr Brooker; **Action: Cllrs Mann/Brooker**

20/77/PC Autumn Celebration -September/October 2020

77.1 Further to discussion, in light of current national position, the general view was that this event was unlikely to take place this year but a final decision to be made at the next meeting.

Action: Locum Clerk/ALL

20/78/PC To review and approve the Council's Constitutional Documents

78.1 **Standing Orders** - The Locum Clerk had previously circulated a copy of the Standing Orders; there were no proposed changes. The Standing Orders were **approved**.

78.2 **Financial Regulations** - The Locum Clerk had previously circulated a copy of the Financial Regulations; there was one proposed change to regulation 3.2. The Financial Regulations were **approved**.

78.3 **Asset Register** - The Locum Clerk had previously circulated the updated Register which was **approved** .

78.4 Risk Assessment - Members reviewed the Risk Assessment which had been previously circulated. The Locum Clerk highlighted three key risks which inter-linked being a) impact of Coronavirus; b) future plans for refurbishment/rebuild of the Community Centre; and c) pending expiry of the Bar lease and outstanding debt. Following consideration, the Risk Assessment was **approved**.

78.5 Code of Conduct - The Locum Clerk had previously circulated a copy of the Code of Conduct; there were no proposed changes. The Code of Conduct was **approved**.

20/79/PC General Data Protection Register: To review data held

79.1 The Locum Clerk had previously circulated a copy of the audit review from last year showing data details; aside from a minor change noted, there were no proposed changes. The data review was **approved**.

20/80/PC Planning

80.1 There were no applications

20/81/PC Site Vision & Building Works

81.1 Mr Holder said he had been in contact with Adrian Thomas, Service Lead Regeneration Delivery at Slough BC who had provided the earlier draft specification for refurbishment. He had provided ballpoint cost for both a refurbishment and for a rebuild but made clear that the vision for the site rested with the Council. Mr Holder noted that the current lockdown and the pending Bar Lease expiry gave a window for development.

81.2 Cllrs Anderson and Mann said that the input from Stephen Gibson, Regeneration director at Slough BC, would be important to help inform possible options but with the current pandemic emergency, that could not be presently accessed. As and when, they would obtain this input but members recognised that this window would not be used.

Action: Cllrs Anderson / Mann

81.3 Mr Holder noted that this delay would impact on the grant of any new Bar lease if any work were proposed to affect the Bar area.

20/82/PC Annual Governance and Accountability Return (AGAR) 2019 -20

82.1 The Locum Clerk said that he had delivered paperwork to the Internal Auditor and he expected the completed AGAR to be available for consideration and approval at the next meeting, which would be within the usual timelines and not require the extended time granted due to the pandemic.

Action: Locum Clerk

82.2 The Locum Clerk drew attention to the Income & Expenditure for y/e 31 March 2020 and Forecast 2020-21, with 2019 -20 spend to y/e 31 March 2020, together with various year end documents for consideration under other agenda items, which he had circulated to members.

20/83/PC Post Community Governance Review Strategy

New Website

83.1 The Locum Clerk said that for requests by third parties for their sites to be linked, he sought the advice of Mr Carter as some were not as community oriented as they appeared. The Chair requested the Locum Clerk via Mr Carter to provide links to members for the new web site, to enable input.

Action: Locum Clerk

Parishioner Issues

83.2 The Chair requested an update in respect of the child injured in May 2019; the Locum Clerk would contact insurers. **Action: Locum Clerk**

20/84/PC Community Centre and Sports Ground

Hall & Grounds Hiring Rates for 2020 -21

84.1 The rates agreed at the June 2019 meeting, going forward, were **confirmed**, namely:-

a) as a general policy, the rate for non- residents should be the base line, with a differential for residents;

b) the hourly rate i) for non-residents was £25 and ii) for residents was £15;

c) those organisations which currently were not charged, to continue on the same basis;

d) the Council would consider in respect of community & charitable organisations whether to allow without charge or at a discounted rate, on a case by case basis; including also any caretaker charge for opening/closing;

e) that both Slimming World and Glad Tidings should move to a hourly rate which was mid way between the resident and non resident (being £20 as mid way between £15 and £25), being a discount from the non resident fee as they are regular users. The increase from the current rates to be incremental, being a £1 increase as from 1st April 2020 (from which date Slimming World would be at £20 and Glad Tidings at £17) and thereafter for Glad Tidings by £1 increase per year annually from 1st April until they reached the said mid point;

f) that caretaker fees stay at £15 (being waived for bookings of 4 hours or more) and the deposit at £150;

g) that staff are entitled to one hire of the Hall each year without charge.

The Locum Clerk to make the necessary notifications.

Action: Locum Clerk

84.2 The Locum Clerk noted that due to lockdown which began in March, the new rates for Slimming World and Glad Tidings were yet to take effect.

Hall & Grounds Bookings for 2019-20

84.3 The Locum Clerk had previously circulated the Sales Ledger for Hall & Grounds Bookings for 2019-20. He noted that in respect of Glad Tidings, he had written to chase outstanding sums at the time of lockdown prior to year end and again recently. He noted that Glad Tidings had on previous occasions been late in paying but had paid moneys due.

84.5 For Grounds bookings, he noted:-

a) in respect of £240 still owed by Britwell FC from 2018 -19 season, £200 had recently been paid with the remaining £40 expected soon.

b) In respect of the £850 due from the Sunday team for the 2019 -20 season, £400 had been paid in the first half of the season with £450 due in the second half. As the second half of the season had been cut short by the pandemic, following discussion members **agreed** to waive and write off the remaining £450.

Health & Wellbeing

84.6 Cllr Wright noted that with Coronavirus, greater numbers of residents were using the Grounds for exercise and picnics. Unfortunately , there were a greater number also of dog owners who were leaving their dog waste on the ground. Mr Holder noted that this health risk had been included in the Risk Assessment and suggested the installation of dog waste bins. Cllr Wright said that for the present he would continue, with assistance from the caretaker, to remove this waste.

Slough Food Bank

84.7 Cllr Brooker said that St George's no longer provided a location for Slough Food Bank and accordingly there was currently no Britwell outlet for this. He wished to propose that the Council make available the Hall on a Saturday morning for such use. As many of the Foodbank volunteers were over 70, it was not expected that this would take place until the Coronavirus pandemic had eased. The Food Bank would make its own risk assessment and fund any set up costs. They would usually have a food store on site and he suggested the small side room offered to Glad Tidings. He had checked out the possibility of applying for a SSE grant but this was not related to the pandemic and not appropriate.

84.8 Following discussion, it was **agreed** to make available the Hall on a Saturday morning for Slough Foodbank, to start on a mutually agreed date. The Chair noted that the Council would need to be mindful of staff requirements and general use of the Hall in finalising arrangements. Cllr Brooker would liaise with Slough Foodbank for further details, including confirmation of their earlier statement that for storage needs, it only required space for two small cupboards.

Action: Cllr Brooker/Locum Clerk

20/85/PC Finance

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

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

- £1,985.00 to Sean Wright for grounds maintenance in the period December 2019 – March 2020;
- £1,200.00 (inc VAT) to Manorcott Legal & Business Services for Locum Clerk's services;
- £14.39 (inc VAT) to Jonathan Holder to reimburse for Zoom monthly call.

85.3 Further, there was an invoice for £325 from Ray Chesney for demolition and removal of concrete and metal posts from the tennis court area, following the injury to a child (see minute 83.2 above). Although the invoice was dated June 2019, it had only recently been received by the Locum Clerk. Cllr Wright referred to Mr Chesney's delay in providing the invoice and noted that he had in the period directly paid £325 to Mr Chesney. It was **agreed** that Mr Wright be reimbursed £325.

Pension Re-Declaration

85.4 The Locum Clerk noted that as required every three years for organisations providing a pension scheme, the Council had recently completed a re-declaration of compliance to confirm to the Regulator that it was meeting its duties.

Revised Budget Forecast 2020 -21

85.5 Members noted the Revised Budget Forecast 2020 -21 which had been previously circulated. Mr Holder noted the three key variables related to a) impact of Coronavirus, on hall hire revenue; b) future plans for refurbishment/rebuild of the Community Centre; and c) pending expiry of the Bar lease on both repayment of outstanding moneys and future revenue.

20/86PC Chicken Ranch Bar

86.1 The Locum Clerk noted that the Lease extension was due to expire on 20 June, with the lockdown closure on bars not due to start lifting until July at the earliest. A tender process would take several months with uncertainty in the present period of pandemic and the only

option to keep the bar open was to extend the current lease for a period. He further noted that the issue of refurbishment/rebuild would also impact on considerations for a future lease He had also previously circulated the repayment position up to 31 March. Members discussed whether or not to extend the lease with the current tenants. In light of the history and the repayment position, notwithstanding Council efforts to start a new relationship from May last year, it was **agreed** to allow the lease to expire on 20 June. The current tenants could tender at a future date provided all moneys had been repaid.

86.2 The Locum Clerk was requested to write to the Tenants to inform them of this decision. The letter should also deal with other issues including arrangements for repayment; agreed date for removal of Tenants' property and inventory; and delivery up of keys.

Action: Locum Clerk

86.3 It was **confirmed** that the Locum Clerk might need to instruct solicitors to advise on these exit arrangements.

20/87/PC Agenda items for Next Meeting

87.1 Cllr Brooker requested Foodbank as an item.

Action: Locum Clerk

20/88/PC Any Other Business

88.1. There was none.

20/89/PC Next Meeting

89.1 The next Full Council Meeting to be at 7.00 pm on Wednesday 17th June 2020 remotely via Zoom.

The meeting closed at 8.45 pm.

Signed as a true record of the meeting

.....Chair

Dated.....