

BRITWELL PARISH COUNCIL

MINUTES OF THE MEETING OF BRITWELL PARISH COUNCIL HELD ON WEDNESDAY 16th OCTOBER 2019 AT 7.00 P.M. IN THE PARISH COMMUNITY CENTRE

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

In Attendance : Mr. J. Holder (Locum Clerk) ;
Mary Knight & Paul Jagger (*agenda item 12 only*)

19/131/PC Apologies

There were none.

19/132/PC Declaration of Interest

132.1 Cllrs. Mann , Anderson, and P Brooker, Cllr. 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) and specifically in respect of agenda item 6.

19/133/PC Minutes of the meeting held on 18th September 2019

The minutes of the Council meeting held on 18th September were **approved** as an accurate record of the meeting and signed by the Chair.

19/134/PC Matters Arising (not covered elsewhere on the agenda)

134.1 *AGAR 2018 -19 (item 19/81.4)* - The Locum Clerk noted that the external auditors had confirmed the governance and the accounts satisfied Proper Practices..

134.2 *Bank Signatories (item 19/113.5)* – The Locum Clerk had now received a signed bank mandate for Cllr Brooker to be an approved bank signatory, and would now process.

Action: Locum Clerk

134.3 *Audit & Corporate Governance Committee of Slough BC (item 19/122.2)* - Cllr Brooker said that he had received confirmation it was in order for him to be the Council's representative on this committee.

19/135/PC Neighbourhood Police

135.1 The Locum Clerk had contacted Mr Vyas to seek details of the new police officer, and would thereafter contact her. He was requested to request written updates where an officer unable to attend the Council meetings.

Action: Locum Clerk

19/136/PC Updates from Outside Bodies

136.1 Cllr Murphy said that the Youth Club would be open over the half term between 11am -3.00pm plus the normal evening sessions. She drew attention also to the *Love Music Hate Violence* anti-knife crime musical event organised by Britwell Youth Club due to take place on Saturday 26 October, further to the recent stabbing murder in Salt Hill Park.

19/137/PC Planning

137.1 There had been no recent applications.

19/138/PC Post Community Governance Review Strategy

Material Contracts

138.1 *Grounds Maintenance & Communication: New Website* – The Locum Clerk said that since the last meeting, he had emailed the two other businesses he had approached for the Grounds Maintenance tender, extending their response time, but they had not replied so that there was still only one application. In respect of the new website, he had had only one response.. Following discussion, members confirmed they would prefer if possible to have at least two quotes to look at but would make a final decision at the November meeting. It was noted:-

a) The Locum Clerk to follow up a Slough BC contact supplied by Cllr Anderson , in respect of Grounds Maintenance; **Action: Cllr Anderson/Locum Clerk**

Clerk

b) Cllr Murphy to provide the Locum Clerk with web designers to contact;

Action: Cllr Murphy /Locum Clerk

c) Locum Clerk, where possible, to get those not bidding to confirm their non -interest;

Action: Locum Clerk

d) to place on November agenda for decision.

Action: Locum Clerk

138.2 *Building Works* – Members noted that Slough BC had been engaged to provide a specification . Their surveyors had made a site visit and the Locum Clerk was awaiting their specification, which should be available for consideration at the November meeting. **Action: Locum Clerk**

Bar Tender

138.3 The Locum Clerk said that he had contacted two estate agents with experience of bar leases but they had not returned his calls; he would chase them. He had also via Cllr Murphy made contact with a local woman, with Licensing experience, to note her interest; Cllr Murphy made clear she did not personally know this person. Mr Holder noted the benefit of extending the current lease period to allow for a more informed tender process. **Action: Locum Clerk**

138.4 The Locum Clerk highlighted Bar accounts, which he had prepared and previously circulated. These detailed invoices issued by the Council together with payments received from the Tenant. As of 5 October, he had effected a reconciliation, setting off payments received under the Repayment arrangement against individual invoices. Currently, all utility recharges had been made but he drew attention to outstanding rental and profit shares. Members considered outstanding payments due against remaining term of lease and repayment sums. Mr Holder noted that these spreadsheets had separately been sent to the Tenant and their accountants. In response to Cllr Brooker, Mr Holder said that utility recharges had been based on units in excess of actual consumption in year preceding the tenancy when there was no bar operating. He had subsequently investigated the potential to separate out usage by the Bar from the Council but he understood that whilst possible relatively simply for electricity, that for gas and water, this would require new piping and consequential costs; members **confirmed** the current approach. Following discussion, members **agreed** an extension on existing terms of the Lease from 21 December 2019 to 31 March 2020 and that this be put to the Tenant. **Action: Locum Clerk**

.Precept 2019 -20

138.5 The Locum Clerk was pleased to advise that earlier that day, he had received a response from Mr Thobhani who had confirmed that Slough BC would be paying the Precept

for this year. Further to the Council's response on repayment of election costs to Slough BC (see minute 19/127.5), Mr Thobhani had said that Slough BC Finance would be considering the mechanics for payment taking account of any set off for election costs. The Locum Clerk noted that currently, Slough BC and the Council were about £4-5k apart, between what Slough BC had offered and what the Council's solicitors believed it should get; costs solicitors were now involved and this would incur some extra spend for the Council, for the greater uplift. Members **agreed** with Cllr Anderson's proposal that retention of election costs was a cashflow issue but once it received the Precept, the Council would pay the election costs and not link it to settlement of outstanding litigation costs. **Action: Locum Clerk**

138.6 The Locum Clerk highlighted the Income & Expenditure together with Forecast v Spend for the six months period to 30 September, which he had prepared and previously circulated. In light of Mr Thobhani's confirmation on the Precept, current forecast for year end would now be a surplus of £17k as opposed to projected shortfall of £47k of spend against income. Since the previous Forecast v Spend at the three months period, the repayment arrangement had been agreed with the Tenant and revised figures were also reflected here. He requested Council members to review the figures in preparation for the November meeting when the Budget Forecast for 2020/2021 would be approved, including the amount of Precept for the coming year. The one major new element which should be known by then was the Building specification (see minute 19/138.2) and the potential outlay from that in relation to the Community Hall Building Fund, within the Earmarked Reserves. **Action: ALL/Locum Clerk**

Parishioner Issues

138.7 Members considered the email from Ms Ballard in respect of concerns she expressed concerning parking issues on Garrard Road and Lynch Hill. It was noted that although Lynch Hill was outside the Parish, Garrard Road was within. Following discussion, it was confirmed:-

- a) Mr Holder should refer the parking issues to Slough BC (contact Finbar McSweeney)
Action: Locum Clerk
- b) Mr Holder should write to the Head Teacher of Lynch Hill School Primary, both to express concern over the parking by parents and to suggest a "Walking Bus" and offer car parking at the Community Centre for parents to park at the start and end of the school day.
Action: Locum Clerk

19/139/PC Community Centre and Sports Ground

Summer Celebration 2020

139.1 Mr Holder had written to Mr Vyas and would confirm with him whether he would propose to attend Council meetings either from the November meeting or from next year.

Action: Locum Clerk

Hire use

139.2 There were no current issues on deposits.

Mid Year Hire Figures

139.3 The Locum Clerk highlighted the Hire Usage and revenue for the six months period to 30 September, which he had previously circulated. He noted that year on year, Hall hire was down. In respect of Fields Hire, there had been a fall from two football teams last year to one team this year. In respect of the £450 owed by Britwell FC from last year, £210 of this had recently been paid and it was expected the remainder would be repaid. The Locum Clerk would liaise with Cllr Murphy in respect of Glad Tidings. **Action: Cllr Murphy /Locum Clerk**

Slimming World

139.4 The Locum Clerk noted that since the last meeting, the area organiser for Slimming World had written to Cllr Murphy to express concern in respect of hire rate increases, which he in turn had circulated to members. Members had in turn by a majority confirmed their earlier decision and he understood this was now accepted. However, as one of the two current Slimming World hirers was being replaced by a new hirer from 11 November, he requested the new rate increase for should take effect from 11th and not 1st November ; this was **agreed**. Mr Holder would issue new contracts on that basis. **Action: Locum Clerk**

19/140/PC Internal Auditor for 2019 - 2020

140.1 The appointment of Mr Barrie Dancer to undertake an interim as well as the full March 2020 year end audit on similar terms as last year as provided in a Letter of Representation was **approved**. **Action: Locum Clerk**

19/141/PC Finance

141.1 *Income & Expenditure* - The income and expenditure and bank reconciliation for September 2019 were **approved**. Mr Holder highlighted several items in the Cashbook and Bank Reconciliation.

141.2 Cllr Murphy noted that because of the need to again issue cheques, staff had incurred additional costs. It was **agreed** in principle to approve such out of pocket expenses and Cllr Murphy would liaise with staff to submit such claims. **Action: Cllr Murphy /Locum Clerk**

141.3 It was **agreed** to ratify the approval of the following cheques which had been issued since the last meeting but prior to this meeting:-

- £150 to Mr Kammala to refund Hall deposit for cancellation of 12 October hire ;
- together with salary cheques to staff.

141.4 In addition to bank payments and direct debits, it was **agreed** to approve the following payments) :-

- £480 .00 (inc VAT) to PK Littlejohn for external audit 2018-2019;
- £1,620.00 (inc VAT) to Wellers Law Group LLP for legal work;
- £324.00 (inc VAT) to Nigel Stow for plumbing repairs to Bar's cellar ;
- £2,077.50 (inc VAT) to Manorcott Legal & Business Services for Locum Clerk's services;
- £708.00 (inc VAT) to Wellers Law Group LLP to reimburse costs solicitors for legal work;

141.5 *Mid Year Financial Updates* – Mr Holder noted the various updates had been considered earlier in the meeting.

19/142/PC Meeting Dates for 2020

142.1 The Chair said she would need to consider proposed dates in light of Slough BC commitments and would revert to the Locum Clerk, for consideration at the November meeting. **Action: Cllr Mann /Locum Clerk**

(Mary Knight and Paul Jagger joined the meeting for the following item)

19/143/PC Chicken Ranch Bar

143.1 Mr Jagger noted two current concerns. The alarm had not set for the previous two nights and Secom would need to check. Also a leaky tap in the Gents. It was agreed the Clerk would action.

Action: Locum Clerk

143.2 Further to the recent plumbing work done in the ladies toilets and separately in the cellar, for which the Council had paid the plumber, Mr Jagger confirmed the tenant in turn would reimburse the Council.

Action: Locum Clerk

143.3 As the Bar lease was due to expire in December, the Chair enquired on the Tenants' plans to repay outstanding sums by then. Further to that and to allow a more ordered tender process, the Chair proposed an extension on existing terms of the Lease from 21 December 2019 to 31 March 2020. The Lease would extend on the same terms, with the rent remaining the same as currently. The Tenants confirmed they would be willing to agree this and saw the benefit of the lease not terminating just before Christmas. The Chair noted that the Council would look for the Repayments sums to be revised to enable full payment of outstanding sums by such extended date. She requested that for the November meeting, the Tenants' accountant should provide a revised repayment plan to meet this, noting for example expected revenue uplift over Christmas period, and her presence would be appreciated.

Action: The Tenants

143.4 The Locum Clerk said that insofar as a lease is a public document, there might be a need for a formal lease extension to be drawn up by solicitors. Ms Knight expressed concern she might incur legal costs but Mr Holder noted that if it was a legal requirement, this would be a necessary element for an extension. He would hope it would not be a detailed document and it would be the Tenant's choice whether or not to instruct lawyers.

Action: Locum Clerk

(Mary Knight and Paul Jagger left the meeting)

19/144/PC Any Other Business

144.1 *Agenda for Next Meeting* - There were no specific requests. The Chair noted it would be a busy agenda in any event.

19/145/PC Next Meeting

The next Full Council Meeting to be at 7.00 pm on Wednesday 20th November 2019.

The meeting closed at 8.55pm.

Signed as a true record of the meeting

.....Chair

Dated.....