

BRITWELL PARISH COUNCIL

MINUTES OF THE MEETING OF BRITWELL PARISH COUNCIL HELD ON WEDNESDAY 17th JULY 2019 AT 7.05 P.M. IN THE PARISH COMMUNITY CENTRE

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

In Attendance : Mr. J. Holder (Locum Clerk) ;
Mary Knight & Paul Jagger (*agenda item 10 only*)

19/104/PC Apologies

There were apologies from Cllrs. R Anderson, P Brooker and Mrs S Brooker.

19/105/PC Declaration of Interest

105.1 Cllr. Mann made a general declaration that she was a Cabinet member of Slough BC (for Planning) and specifically in respect of agenda items 6 and 7.3/ 7.4 .

105.2 Cllrs Wright and Murphy, declared an interest in respect of agenda item 7.2.

19/106/PC Minutes of the meetings held on 19th June 2019

The parts 1 and 2 minutes of the Council meeting held on 19th June were **approved** as an accurate record of the meetings and signed by the Chair.

19/107/PC Matters Arising (not covered elsewhere on the agenda)

107.1 (AGAR) 2018 -19 (*item 19/81.4*) - The Locum Clerk noted that he was in contact with the external auditors.

107.2 26th May Hire Accident (*item 19/98.4*) - Cllr Wright confirmed that the protruding metal objects had been removed. The Locum Clerk said that insurers were investigating this matter and were currently seeking information from Bar staff present on the day.

19/108/PC Neighbourhood Police

108.1 Cllr Wright confirmed that the new police officer had now been appointed and he would forward her contact details to the Clerk.
Action: Cllr Wright

19/109/PC Updates from Outside Bodies

109.1 Cllr Murphy said that there were now regularly over 80 attending the Youth Club on week nights. The Club would be open during the day time (11.00am – 3.00pm) for four weeks over the summer commencing 29 July..

19/110/PC Planning

110.1 The Locum Clerk said there had been no recent applications.

110.2 *Kennedy House, Long Furlong Drive, Slough, SL2 2BF (Ref P/17286/001)* - Cllr Mann reported that this had been approved by the Borough Planning Committee. Whilst recognising the disquiet expressed by Cllr Murphy, Cllr Mann noted that previous permission had been given.

19/111 /PC Post Community Governance Review Strategy

111.1 *Communication: New Website* - The Locum Clerk said that he would issue the revised website specification and seek quotes from 3 or 4 local developers, for consideration at the September meeting.

Action: Locum Clerk

Material Contracts

111.2 The following updates were noted and considered:-

a) *the Bar* - the current 3 year lease would expire in December 2019; tenders would need to be prepared;

Action: Locum Clerk

b) *Building Works* – Cllr Wright was arranging a site assessment with a builder for a specification to be drawn up, following which the Locum Clerk would seek tenders in order for consideration at the September meeting;

Action: Cllr Wright /Locum Clerk

c) *Gas / Electricity* – the Locum Clerk said that after early August, the electricity contract with British Gas would have less than a year to run and alternative quotes could be sought for this, as well as for the gas supply, currently from Total Gas & Power. Further to previous quotes from He had arranged to get quotes in early August from Telex UK, he had arranged to get a quote from another consultant .The Locum Clerk was requested to obtain revised quotes for consideration at the September meeting.

Action: Locum Clerk

d) *Waste Disposal* – the Locum Clerk said that there was a rolling 12 month contract with Amey, subject to three months prior notice; it ran from 7 July each year and so a new 12 month period had just started. He had received a quote of £12.19 per lift from Slough BC which was better than the current Amey figure (of £14.77).The Chair asked for the Slough BC quote to be considered at the next meeting.

Action: Cllr Mann /Locum Clerk

e) *Grounds Maintenance* – the Locum Clerk had previously circulated a draft agreement, to be sent out to those tendering; he noted that the various work tasks had been considered and approved on the last tender. It was **agreed** that the term should be for two years six months, (from 1 October 2019 – 31 March 2022) and the draft contract was **approved**. The Locum Clerk said he would seek to obtain new tenders for this for consideration at the September meeting.

Action: Locum Clerk

Budget Forecast 2019 -20 & Precept 2019 -20

111.3. The Locum Clerk highlighted the revised Budget Forecast 2019 -20, which he had previously circulated, showing the position with nil or full Precept being received in the year. Without the Precept, the forecast was that all General Reserves would be used and the Council would need to take from Earmarked Reserves. He further highlighted some of the key variables which could affect the forecast.

111.4 The Locum Clerk had that afternoon received a response back from Mr Thobhani, the Service Lead Governance Officer at Slough BC. Mr Thobhani had noted that Slough BC had not included the Precept in the Council Tax Bills sent out at the beginning of this financial year as the Slough BC had abolished Britwell Parish Council with effect from 1 April 2019 by statutory order. In the light of the quashing of the statutory order, Slough BC were investigating the procedures for re-billing under the relevant statutory procedures to include a possible demand upon residents of the parish, including the costs of such a process. He would get back to the Locum Clerk once he had further instructions concerning the payment of the precept in these circumstances.

111.5 Following discussion, the Locum Clerk was requested to respond to Mr Thobhani to seek clarification as to whether Slough BC were intending to recover the costs of such process, as well as the precept, from residents, (which they did not think appropriate as this was not caused by the fault of the residents) and to enquire as to the options under consideration by Slough BC.

Action: Locum Clerk

19/112/PC Community Centre and Sports Ground

Summer Celebration: 22nd June 2019

112.1 Despite the short preparation period this year, members were pleased with the event, noting that the Dog Show was excellent and that the event seemed more relaxed this year. Members expressed their appreciation of the roles of Mr Vyas and Ms Gibbons and the Locum Clerk was requested to write to express the Council's thanks.

Action: Locum Clerk

112.2 The Chair thought that the Council should take more "ownership" of the event and suggested that Planning for Summer Celebration: 2020 should be considered at the October or November meeting, with Mr Vyas to be invited.

Action: Cllr Mann /Locum Clerk

112.3 In respect of the 2020 date, Cllr Wright noted that this tied in to the schedule of Traylens FunFair which would be again the third Saturday in June (20 June 2020). He would arrange for Traylens to liaise with the Locum Clerk.

Action: Cllr Wright /Locum Clerk

Hire use

112.4 Members discussed the re-use of the hard surface as tennis courts which had been raised by some local residents. Cllr Wright said it might be possible to obtain nets from the Lawn Tennis Association at a subsidised rate. The space was currently used as an overflow car park and the practical and potential cost issues of putting up/taking down nets was noted. Such usage should be considered at such time as a more strategic overview could be taken.

112.5 Members considered return of deposits for several recent bookings:-

- a) *26th May Hire* – this had been pending insurers' investigation following the accident of a young child. The hirer had written to state there was no fault on their part and requesting the deposit. The Locum Clerk was requested to view CCTV to help determine this.
- b) *Use of alcohol* – a party organised on 22 June by Glad Tidings had had alcohol and the Tenant had complained; the Clerk was requested to raise with Glad Tidings.
- c) *Use of Soft Drinks* – the Tenant had complained about some hires where soft drinks had been brought in, with concern also that they might have in fact included alcohol. Following discussion, Members agreed that:-
 - i) Although the hire forms made clear that where alcohol required, no alcohol could be brought in. However the forms did not expressly state that no soft drinks could be brought in and so these hirers deposits should be returned. The Clerk to amend hire forms.
 - ii) If no alcohol to be consumed, such as for children's parties, then hirers could bring in own soft drink.

Action: Locum Clerk

Action: Locum Clerk

Action: Locum Clerk

112.6 Members also **agreed** that the Council should continue to allow 18th and 21st Birthday hires provided that security was provided.

19/113/PC Finance

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

113.2 It was **agreed** to ratify the approval of the following cheques which had been issued since the last meeting but prior to this meeting (Cllr Murphy declaring an interest in the payment to her):-

- £80 to Paula Murphy to reimburse her for the payment to Emma Coclough for face painting at the Summer Celebration;
- £75 to Radio Wexham for for sound system at the Summer Celebration;
- £150 to B.Orr to reimburse Hall deposit for 23 June;

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

- £72.00 (inc VAT) to Economic Hygiene Solutions for ladies sanitary bins;
- £40.00 to the Information Commissioner for data protection registration for the year from August;
- £1,575.00 (inc VAT) to Manorcott Legal & Business Services for Locum Clerk's services;
- £150 to E Gorska to reimburse Hall deposit for 28 June;
- £150 to J Wachira to reimburse Hall deposit for 29 June;
- £150 to Leimar Umbao to reimburse Hall deposit for 7 July;

113.4 Repayment of £150 to A Burke for 26 May Hall hire on hold pending review (see minute 112.5 a) above).

113.5 *Bank Signatories* –Cllr Brooker had provided his details and now needed to sign the Unity Trust Bank form . Cllr Mann provided her details at the meeting which the Clerk would upload to generate the form for her to sign. **Action: Locum Clerk/ Cllrs Mann & Brooker**

113.6 The following required by Unity Trust Bank to allow new signatories was **approved**:-

Resolution

- We confirm this resolution has been recorded in accordance with the rules of the organisation.
- The people named in this form will be authorised individuals on all accounts.
- We are aware Unity Trust Bank may not make enquiries before acting on instructions given by any authorised signatory.
- We acknowledge that Unity's Terms and Conditions may vary from time to time and we agree to be bound by them.
- We will provide Unity with instructions and changes in line with the mandate.
- Unity should rely on this Mandate until we send future amends.
- We will send Unity a copy of the Memorandum and Articles of Association, a copy of the Company's rules, our Trust Deeds or our registration documents if requested. We will inform Unity of any changes.

- We will also notify Unity in writing of any change in Directors/Trustees/Officers and membership.
- Committee members/Trustees of unincorporated entities acknowledge that they shall be jointly and severally liable for any liabilities incurred by individuals authorised to give instructions.

Telephone and Internet Banking declaration

- We agree to use the Telephone Banking Service to authorise transfers between our Unity Trust Bank accounts and to request balance and other general account information.
- We agree to use the Internet Banking Service in accordance with the Terms and Conditions.
- The individuals named on this form will be our authorised Telephone Banking and Internet Banking service users.
- The Trustees of unincorporated entities acknowledge that they will be jointly and severally liable for any of the Trust's liabilities incurred by individuals authorised to give instructions.
- Responsibility for all transactions performed on our Internet Banking service lies with the final authorising user.

Declaration

- We acknowledge your right to suspend operation of this account until we have given Unity Trust Bank any requested documentation or information.
- We authorise the bank to make any enquiries that it considers necessary to confirm the details in this form. The information we have provided is true to the best of our knowledge.
- We confirm that we have read the Terms and Conditions for the bank's accounts and agree to and acknowledge that we will be bound by them.

113.7 Following completion, the four signatories with both viewing and cheque issue/payment approval rights would be Cllrs Brooker, Mann, Murphy and Wright .The Locum Clerk had viewing rights only.

113.8 It was noted that following the last Council meeting, Mrs J Finn had refused to authorise electronic payments for staff and pension contributions (see minute 99.4 b)). It had been necessary therefore for Cllrs Murphy and Wright to issue cheques for the June salaries rather than electronic payment. Cllr Murphy noted that this delay may have caused transaction problems for the staff with them incurring interest charges for late payment and if this were so, the Council would need to compensate. As Cllrs Mann and Brooker were not yet set up as signatories, the July staff payments would also need to be made by Cllrs Murphy and Wright issuing a cheque . It was hoped that by the time of the end August salary payment, either Cllr Mann or Brooker would have been registered with the Bank and could join her in making electronic payments.

113.9 Again pending Cllr Mann or Brooker being able, Mr Holder was asked to authorise NEST to make the direct debit pension payments for staff.

Action: Locum Clerk

113.10 In the meantime, the transitional arrangements agreed at the previous meeting were again **agreed:-**

- a) Cllr Murphy noting that she had not previously signed a cheque which Cllr Wright also signed and further, that neither of them had signed a cheque issued in their favour - allowance for them to do so in the present circumstances was expressly agreed .

113.11 As the next meeting would not be until September, it was **agreed** that cheques might be issued ,as previous practice , for hall deposit returns with ratification at the next meeting, with any other urgent requirements to be approved by email and ratified at the next meeting.

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

19/114/PC Chicken Ranch Bar

114.1 Further to the discussion at last month's meeting, the Council's solicitor had issued a note to the Tenants confirming arrangements going forward, including repayment schedule. Subject to Ms Knight noting that she could not definitively confirm attendance of her accountant at the September and November meetings, although recognising her presence would be useful, the Tenant accepted the position in the Solicitor's note. The Locum Clerk confirmed that the Tenant was now paying in accordance with the repayment schedule.

114.2 Members discussed with Ms Knight and Mr Jagger the matters set out at minutes 112.5 and 112.6 above. Ms Knight noted she had statements from bar staff which she would forward to insurers concerning the 26 May incident. Whilst concerned about alcohol being brought in surreptitiously, the Council's stated position was accepted.

114.3 Ms Knight noted that there was still an issue with the heating and that one of the ladies toilets had come loose from the ground. Cllr Wright said he would look into. **Action: Cllr Wright**

19/115/PC Any Other Business

115.1 *Agenda for Next Meeting* -There were no specific requests.

115.2 *Toiletries* – Cllr Murphy noted with her injury, she was not able to purchase toilet and cleaning products and enquired of other councillors. The Locum Clerk said he would assist.

115.3 *BALC National AGM* – Mr Holder said he had received a letter from BALC inviting either a councillor or the clerk to attend the Local Councils AGM in Milton Keynes from 28 -29 October ,with conference fees and travel being met. He thought this offer might be because BALC had given only limited support to the Council in respect of its Abolition defence. A response was requested by the month end. None of the councillors present wished to attend but those absent should be notified, otherwise the Clerk might attend. **Action: Locum Clerk.**

19/116/PC Next Meeting

The next Full Council Meeting to be at 7.00 pm on Wednesday 18th September 2019.

The meeting closed at 9.00pm.

Signed as a true record of the meeting

.....Chair

Dated.....