

BRITWELL PARISH COUNCIL

MINUTES OF THE MEETING OF BRITWELL PARISH COUNCIL HELD ON WEDNESDAY 20th NOVEMBER 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) ;

19/146/PC Apologies

There were none.

19/147/PC Declaration of Interest

147.1 Cllrs. Mann , Anderson, and P Brooker 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 6.

147.2 Cllrs Wright and Murphy made a specific declaration in respect of the Grounds maintenance tender, to be considered under agenda item 8.1

19/148/PC Minutes of the meeting held on 16th October 2019

The minutes of the Council meeting held on 16th October were **approved** as an accurate record of the meeting and signed by the Chair.

19/149/PC Matters Arising (not covered elsewhere on the agenda)

149.1 *Bank Signatories (item 19/113.5)* – It was noted that Cllr Brooker was now an approved bank signatory.

149.2 *Precept 2019 -20 (item 19/138.5)* – The Locum Clerk confirmed that the full precept for the year had been received the previous month.

149.3 *Parishioner Issues (item 19/138.7)* – Cllr Mann to respond to the letter the Clerk had drafted to send to Head Teacher of Lynch Hill School Primary.

Action: Cllr Mann/ Locum Clerk

149.4 *Slimming World (item 19/139.4)* – The Locum Clerk said that he had issued contracts to the organisers confirming the new payment provisions.

149.5 *BALC Conference (item 19/115.3)* – The Locum Clerk highlighted from his report various matters raised at the BALC Conference. In particular, the initiative on Loneliness and the request to councils to consider including Health and Wellbeing, as an ongoing agenda item, covering such areas as Social isolation/loneliness, mental health, and activity and diet. Cllr Anderson noted that Slough BC Leisure should be in touch for the new year. Following discussion, the Locum Clerk was requested to put this as an agenda item for the next meeting, for further discussion.

Action: Locum Clerk

19/150/PC Neighbourhood Police

150.1 The Locum Clerk had contacted Sgt. Cerrig Shardlow but had received no response. Cllr Wright understood the officer was currently on paternity leave. The Locum Clerk would write further to advise of the 2020 meeting dates, when agreed. **Action: Locum Clerk**

19/151/PC Updates from Outside Bodies

151.1 Cllr Murphy reported that about 200 people had attended the *Love Music Hate Violence* anti-knife crime musical event organised by Britwell Youth Club on Saturday 26 October; it had been amazing and she congratulated the organiser, Stephen Ambrose. She said that the Bike Workshop had started in October, being on the first and last Monday evenings of the month. Currently being considered were two or three events for the next year, for which permission would be sought for these to take place on the Community Centre grounds. Cllr Wright was pleased to note that a former member of the Youth Club had graduated today with a B.A.

(Cllr Finn joined the meeting)

19/152/PC Planning

152.1 There had been no recent applications.

19/153/PC Building Works

153.1 Mr Holder highlighted the Specification of Works, received since the last Council meeting and previously circulated, which a Slough BC surveyor engaged by the Council had prepared. The general brief had been to refurbish the premises but it was for the Council to determine the extent and form of the matters included. The Specification also gave an estimate or indication of costs, but actual costs would depend upon a tender process at the time. The proposed works costs were roughly 50/50 between internal and external work. In addition, there would be the need to factor in supervision of such work, which Slough BC had quoted at 6.25% of the budget for project management (including tender process) and 3% for principal designer /CDM, which was a required health & safety role.

153.2 The surveyor had advised that prior to commencement of any building works, it would be necessary to get a pre-inspection Electricity Report and an Asbestos Survey Report. Mr Holder had yet to seek an Electricity Report. He had however sought three quotes for an Asbestos Report and the Council **ratified** their approval of the firm chosen. An Asbestos engineer had inspected and taken samples the previous week and there had been a further quality assurance review by the firm earlier in the day. The Report was expected shortly but he understood it would confirm that primarily the older part of the building contained asbestos. Generally, undisturbed asbestos does not cause a risk and most properties of the Centre's age contain it, but if it is disturbed, such as with building works, then it would require special removal which would increase costs. This would be an issue to be reviewed with the surveyor/project manager for the building works. In addition, the Asbestos engineer had indicated that there were a few areas which should be dealt with. The Locum Clerk would circulate the Asbestos Report when received. Following discussion, it was **agreed** that insofar as there were any recommendations for remedial work, the Locum Clerk should seek quotes and these to be approved by the Council and ratified at the next meeting.

Action: ALL / Locum Clerk

153.3 The Locum Clerk noted timescale issues. Dependent on work undertaken, this might affect the Bar area and the need for it to be closed for a period. He noted that this should be provided for in any lease extension or renewal.

Action: Locum Clerk

153.4 Following Members discussion of the Specification of Works and above matters, it was agreed that full discussion should be deferred to the next meeting, following receipt of the Asbestos Report, when a more informed view could be taken. The Locum Clerk requested any specific comments on the Specification of Works to be sent to him in advance.

Action: ALL / Locum Clerk

19/154/PC Post Community Governance Review Strategy

Material Contracts: Grounds Maintenance

(Cllrs Wright and Murphy left the meeting)

154.1 Further to the two tenders, labelled A and B, which had been previously circulated, the Locum Clerk provided a comparison of the two annual costings, drawn from projected annual undertakings of each type of work. Based on the lower price, the Council **agreed** to award the Grounds Maintenance agreement for the period 1 January 2020 – 31 March 2022 to Tender A. The Clerk disclosed that this would be to Sean Wright. Members noted the potential for quality control issues in that teams using the ground might report concerns directly to Cllr Wright but no action might be taken; the contract should provide that he in turn would report any such concerns to the Clerk. The contract should be reviewed six months prior to expiry of new term.

Action: Locum Clerk

(Cllrs Wright and Murphy returned to the meeting)

154.2 The Chair noted the decision, including the quality control issue which Cllr Wright accepted.

Material Contracts: New Website

154.3 Two tenders had been previously provided. Based on the lower price, the Council **agreed** to award the new website development agreement to Haymill Computers, Martin Carter's interest being noted.

Bar Tender

154.4 It was **confirmed** that the Locum Clerk would shortly instruct solicitors to draw up an extension from 21 December 2019 to 31 March 2020, as agreed at the last meeting.

Action: Locum Clerk

154.5 Separately, he would seek external valuers to advise on key terms for the tender renewal. It was **agreed** that he should seek quotes and these to be approved by the Council and ratified at the next meeting, to enable if possible progress on this to be made prior to the next meeting.

Action: Locum Clerk

Parishioner Issues

154.6 As earlier noted, the issue with Ms Ballard to be progressed. **Action: Locum Clerk**

19/155/PC Community Centre and Sports Ground

Summer Celebration 2020

155.1 Similar to the event this year where the Fair had extended over two week-ends, Mr Holder reported that Mr Traylen had proposed the Fair to run from Friday 19 -Sunday 21 June 2020 and also Friday 26 and Saturday 27 June, with set up and set down either side of these dates.. This was **agreed** by members. It was further intended that this should be an agenda item from the next meeting going forward and Mr Vyas would be invited to attend.

Action: Locum Clerk

Hire use

155.2 The Locum Clerk noted that for the booking on 16 November, the hall had been opened late and that in addition to the return of the deposit, the fee for one hour would also be refunded; this was **confirmed**.

155.3 It was noted that Glad Tidings had recently paid an outstanding sum.

19/156/PC Internal Audit: Interim Report for 2019 - 2020

156.1 Mr Holder highlighted the interim Internal Audit report from Mr Dancer which had been previously circulated. There were no material issues. However he noted :- a) the Precept for 2019/20 -which had now been received; b) Bar debt -which was being addressed by agreed repayment and c) the insurers' limited settlement of the fraud claim. In respect of the latter, Mr Dancer had noted the shortfall on settlement and the indication that the Council might wish to pursue legal action, with Cllr Mann reviewing with a Slough BC lawyer (see Minute 19/75.3); Cllr Mann said that she would liaise with the Clerk. **Action: Cllr Mann / Locum Clerk**

19/157/PC Precept/Budget for 2020 - 2021

157.1 The Locum Clerk highlighted the Budget Forecast for 2020- 2021, showing actuals for the seven months period to 31 October (together with the Income & Expenditure for the seven months), which he had previously circulated. He had shown, as illustration, two Precept options; the one retaining the Precept at the current rate, showing a surplus on income whilst that at 50% showing a deficit. Following discussion, it was **agreed** to set the Precept for next year at a break even figure, which was approximately 75% of this year's rate.

157.2 The Locum Clerk noted that General Reserves, following the recent receipt of this year's Precept, were at a high level and that consideration be given to earmarking these, particularly in view of pending Building Works. It was agreed to review this at the next meeting following consideration then on Building Works. **Action: Locum Clerk**

19/158/PC Finance

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

158.2 It was **agreed** that the payment of shared Election costs (see minute 19/127.5) be *vired* from General Reserves.

158.3 It was noted that there had been a further delay last month in salary payments. It was **agreed** to cover bus fares for staff to go to the bank in Slough that each of the employees should be reimbursed £25; these sums to be paid by electronic transfer.

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

- £175 .00 to B Dancer for interim internal audit 2019-2020;
- £175.00 to SLCC for the annual subscription;
- £1,276.69 to RBWM for pension recharge for R Hewson ;
- £180.00 to Slough BC for annual licensing fee;
- £500.00 to Slough BC for Building Works survey and specification;
- £834.00 (inc VAT) to Oracle Solutions Asbestos Ltd for asbestos survey;
- £180.00 (inc VAT) to Haymills Computers Ltd , for two invoices respectively for £120 and £60 (inc VAT) for IT services;
- £137.99 to Jonathan Holder, being reimbursement for Microsoft Windows package of £119.99 and a USB stick for £18.00
- £2,377.50 (inc VAT) to Manorcott Legal & Business Services for Locum Clerk's services;
- £150 to Rajiv Gupta to reimburse £150 Hall deposit for 10 November booking;

- £175 to C Clubley to reimburse £150 Hall deposit for 10 November booking and £25 refund for late opening;
- £4,630.00 to Sean Wright for fields maintenance in period May – November;
- £150 to D Edwards for plumbing work in the Sports changing room.

It being noted that a) Cllr Brooker declared an interest in respect of the pension payment to RBWM in that he is a member of the Pension Board for Berkshire councils; b) Cllr Wright and Murphy declared an interest in respect of the payment to Sean Wright.

19/159/PC Meeting Dates for 2020

159.1 Following discussion, it was **agreed** that the meeting dates should all remain on the third Wednesday of the month(with none in August and December), it being noted that for the first three months, the Chair would be unlikely to be present due to a conflicting meeting at Slough BC and that the Vice Chairman would instead chair these meetings.

19/160/PC Chicken Ranch Bar

160.1 The Locum Clerk highlighted the latest Bar accounts, which he had prepared and previously circulated. As of 15 November, he had effected a reconciliation, setting off payments received under the Repayment arrangement against individual invoices. Currently, all utility recharges had been made together with one outstanding rental. Figures had been provided to and agreed with the Tenant's accountants in preparation for tonight's meeting.

160.2 Following enquiry, the Locum Clerk noted that the Tenants were not present to attend the meeting. The Chair expressed on behalf of the Council her serious disquiet at their absence , without even the courtesy of an apology. At the last meeting, the Council had discussed with the Tenants a possible extension of the lease from 20 December 2019 to 31 March 2020. She had stated that the Council would look for the Repayments sums to be revised to enable full payment of outstanding sums by such extended date and accordingly 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. No such revised repayment plan had been received and the Council were not due to meet until January.

160.3 Following discussion, the Locum Clerk was requested to contact the Tenants to express the Council's disquiet and to request such repayment plan. This would need to be agreed by the Council and attached to a Lease extension, time being limited as the Lease currently was due to expire on 20 December.

Action: Locum Clerk

19/161/PC Any Other Business

161.1 *Agenda for Next Meeting* - The Chair requested that Communication should appear, with consideration of a mail to residents.

Action: Locum Clerk

19/162/PC Next Meeting

The next Full Council Meeting to be at 7.00 pm on Wednesday 15th January 2020.

The meeting closed at 9.12 pm.

Signed as a true record of the meeting

.....Chair

Dated.....