

BRITWELL PARISH COUNCIL

MINUTES OF THE MEETING OF BRITWELL PARISH COUNCIL HELD ON WEDNESDAY 15th JUNE 2022 AT 7.00 P.M., IN THE PARISH COMMUNITY CENTRE

Present Cllr K. Barry (in the chair)
Cllrs. P Brooker (part only), Mrs S Brooker, P Murphy and S Wright

In Attendance : Mr. J. Holder (Locum Clerk) ;
Mr Nazar Lodhi ; Mr Sam O'Kelly (part only)

22/107/PC Apologies

107.1 Cllr P Brooker had given his apologies as he was attending a Slough BC committee meeting and would be late.

107.2 Cllrs. PK Mann and R Anderson had given their apologies.

22/108/PC Chair for the Meeting

108.1 In the absence of both the Chair and the Vice Chairman of the Council, Cllr Wright proposed, Cllr Mrs Brooker seconded and it was resolved that Cllr Barry should chair the meeting.

22/109/PC Declaration of Interest

109.1 Cllrs Wright and Murphy declared an interest in respect of payment to be made to Cllr Wright under agenda item 13.2.

109.2 Cllr. Mrs Brooker made a general declaration for Cllr P Brooker that he was a member of Slough BC..

22/110/PC Minutes of the APM and Council meeting held on 18th May 2022

110.1 The minutes of both the Annual Parish Meeting and the Council meeting held on 18th May were **approved** as an accurate record of the respective meeting and signed by the Chair.

22/111/PC Public Forum

111.1 There was none.

22/112/PC Matters Arising (not covered elsewhere on the agenda)

112.1 *Slough Borough Council Update (minute 22/47.1)* – Members expressed concern over the impact of the Commissioners' requirement for Slough BC to sell up to £600m worth of its assets and make £20m savings every year until 2029 and the impact which this would have on Slough generally and Britwell particularly. They requested that a Slough BC Cabinet member, being someone other than a Britwell Council member, be requested to attend and brief the Council .
Action: Cllr Mann/ Locum Clerk

112.2 *Slough BC Standards Committee (minute 22/89.1)* – It was noted that the two meetings this municipal year of the Standards Committee both fell on Youth Club evenings and so Cllr Wright could not attend. It was agreed that Cllr Barry should be the Council representative and the Clerk would notify accordingly.
Action: Locum Clerk

112.3 *Constitutional Documents (minute 22/92)* - The Clerk noted that the Standing Orders, Financial Regulations and Code of Conduct, as approved at the last meeting, were now on the website.

112.4 *Tea Dance Music Equipment (minute 22/98.2)* – The Clerk said that he had subsequently been advised by the Tea Dance organiser that the equipment had been repaired and did not need replacement for the present. Cllr Wright said that he had had a subsequent conversation and the requirement had been re-confirmed. The Clerk should therefore proceed to purchase, as previously authorised.. **Action: Locum Clerk**

112.5 *Fu Jau (minute 22/98.3)* – In the absence of three Council members, including the Chair and the Vice Chairman, the club owner's request for an opportunity to discuss further the use of a container, was postponed to the July meeting. Cllr Wright noted the Council would also wish to know how many Britwell residents were members, which could also be dealt with at the meeting. **Action: Locum Clerk**

112.6 *Additional Bank Signatory (minute 22/99.6)* – The Clerk to progress Cllr Barry being appointed as a further signatory to the Unity Trust accounts. **Action: Locum Clerk**

112.7 *Water Invoice (minute 22/99.7)* - The Locum Clerk was in contact with Castle Water. Cllr Wright to provide actual meter reading before Clerk could go back to question invoice sum. **Action: Cllr Wright/ Locum Clerk**

22/113/PC Neighbourhood Police

113.1 There was no report but there had been a full verbal update at last month's meeting. It was noted also that there were three Police vehicles which attended the Jubilee Celebration, including 6 PCSO's, which was appreciated.

22/114/PC Updates from Outside Bodies

114.1 *Youth Club* - Cllr Murphy said that they were getting regularly over 55 young people attending. Staffing though continued to be an issue with sickness so that it was rarely fully staffed. There had been an online meeting to progress their application to the Lottery Fund for more funding.

22/115/PC HM The Queen's Platinum Jubilee

115.1 Members were very pleased that the Platinum Jubilee Celebration on Sunday 5 June had gone extremely well. The weather had held and the event had been well attended by many people. Although the fire tender was called away on an emergency, they enjoyed the event and returned after dealing with the incident. There was a good variety of attractions such as Circus skills and Fu Jau and from the Church and meant that the failure without notice of the bouncy castle people to attend did not materially affect the event. Members expressed a big Thank You to Julie Saddiqi and her team involved in organising the event. It was agreed to send flowers as a thank you to Julie, budget up to £40, which Cllr Wright would action. **Action: Cllr Wright**

115.2 As part of the Celebration, Britwell Community Awards were made to a) Co-op staff for their community support during the Covid pandemic; b) to Lin Smeaton for running the Recycled Teenagers Club and c) to Cllrs Wright and Murphy for their work over many years for the Youth Club. Members in turn expressed their own appreciation of the contribution made by Cllrs Wright and Murphy.

115.3 The Clerk noted that it had been hoped that a successful Platinum Jubilee celebration might kickstart increased Community Development activity. Cllr Wright said that Mr Traylen had suggested a possible Halloween event.

22/116/PC Coronavirus

116.1 *Slough Covid Outbreak group* - There was no recent update.

22/117/PC Planning

117.1 There were no planning applications.

22/118/PC Annual Governance & Audit Return 2021 -2022

118.1. The Locum Clerk highlighted the financial papers provided to the Internal Auditor including the Cashbook and the Income & Expenditure Summary. The main observation was the recovery of hire income following the Covid 19 lockdown of the previous year. This had been enhanced this year by the closure of the Hub. He noted that social occasional bookings had still to recover. The Council **approved** the Income & Expenditure Account and the Balance Sheet for 2021 -2022 which had been prepared following the Internal Audit.

118.2 *Internal Audit Report* - The Locum Clerk highlighted the main issue raised by the Internal Auditor, referred to at the last meeting (minute 22/95.2), was an error, both in work items being charged for and the VAT incurred in one invoice from a builder. This had been remedied by a restatement of the invoice issued by the builder to deal with the VAT and a separate invoice issued to the builder for the excess.

118.3 *Annual Governance Statement 2021 -22* - Having reviewed the statements, it was **agreed to approve**, and Cllr Barry as the Chair to sign, the Annual Governance Statement.

118.4 *Accounting Statements 2021 -22* – 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 Cllr Barry as the Chair to sign, the Accounting Statements 2021 -22.

118.5 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.**

(Mr Lodhi and Mr O’Kelly joined the meeting)

21/119/PC Site Vision & Building Works

119.1 The Locum Clerk had received a quote for the metal grills to protect the material cost being nearly half that referred to at the previous meeting and although further quotes should be sought as total cost of £1256, in view of the risk they were minded to approve. Mr Lodhi informed the Council that he had decided to action this himself and the work had been completed the previous day. **Action: Locum Clerk**

119.2 The Locum Clerk noted that following a recent Hall booking, Mr Isernia had commented that the Hall walls needed painting. A hole in the floor near the stage was also noted. Mr Lodhi offered to source a quote for the painting and would advise the Locum Clerk, for consideration by the Council. **Action: Mr Lodhi/ Locum Clerk**

22/120/PC Parish Communications

120.1 *Parish Annual booklet* – It was noted that Cllr Mann to update her copy and to arrange printing and distribution in late June, after the Jubilee Celebration. **Action: Cllr Mann**

120.2 The Locum Clerk had been contacted by Abbas Nazir, the new youth worker for Berkshire Youth based in the Britwell Youth and Community Project, who would be working with various schools in the area to seek a meeting. Cllr Murphy had already spoken with him. It was agreed both that Mr Holder should meet Mr Nazir but also that he be invited to the next Council meeting in July.

Action: Locum Clerk

22/121/PC Community Centre and Sports Ground

121.1 *Rubbish* – It was noted that to cater with waste, Slough BC had been requested to increase waste removal from fortnightly to weekly. This additional cost was *ratified*.

121.2 *Fun Fair* – Mr Holder said that the Fun Fair had come on site on Monday and would be leaving on the Monday a fortnight after. Their open days to the public were Friday, Saturday and Sunday this weekend but Thursday, Friday and Saturday on the following weekend. Cllr Murphy said that the Youth Club wished to make a short film of this and would liaise with Mr Traylen. She confirmed that they were aware of consent issues for people who might be featured and care would be taken with any cables.

(Cllr Brooker joined the meeting)

121.3 *Hall Booking (21st May)*– The Council considered whether or not the deposit should be returned. Reports including one made by Mr O'Kelly indicated disorderly behaviour. The event was a Gender reveal, and there was no prior indication that this would be anything other than a peaceful family event. Members considered a suggestion that going forward, all events would need security present but this was seen as excessive and the cost of this for all events, as opposed to 18 and 21st birthday parties, would make hire costs excessive for most people. The Locum Clerk was requested to write to the Hirer to seek an explanation. and for the present, to defer payment of the deposit.

Action: Locum Clerk

22/122/PC Finance

122.1 *Income & Expenditure* - Mr Holder highlighted several items in the Cashbook including the Castle Water payment. The income and expenditure and bank reconciliation for May were **approved**.

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

a) by BACS:--

- £630.00 to B Dancer – internal audit;
- £177.61 to pay Together we Thrive for various items (see minute 123 below) for Platinum Jubilee ;
- £141.54 (inc VAT) to Olympic Workwear – for Hi-Viz vests for Platinum Jubilee ;
- £75.00 to 360swift.com/Mike Swift – for photography for Platinum Jubilee;
- £250.00 to Leo's Circus – for circus skills at Platinum Jubilee;
- £2,392.50 (inc VAT) to Manorcott Legal & Business Services LLP for locum clerk work;

b) by cheque :-

- £150.00 to N Lodhi for return of £150 deposit from 28 May hire, Mr Lodhi having covered this cost for Ms Isernia;

- £1,350.00 to S Wright - for Grounds maintenance for April & May 2022;
- £621.97 to S Wright for various items for Platinum Jubilee, comprising:-
 - o To reimburse for £200.00 paid to Space Rubbish -to remove rubbish;
 - o To reimburse for £100 paid for overnight security for marquee;
 - o £150 to supply and fit new bolts for car park barrier for those stolen;
 - o £40 to supply and fit lock for bin area;
 - o £43.99 (inc VAT) for 50m electric cables;
 - o £87.98 (inc VAT) for 2 x 50m electric cables;

122.3 Julie Siddiqi, acting through Together We Thrive, had incurred costs of £317.61 , for the Platinum Jubilee, comprising £63.17 paid to North East Trophies for three Glass awards (invoice attached); £194.44 for various items for card making, biscuit making, table covering and decorations, sweets for stall prizes (invoices attached) and £60 cash payment for person to provide ladder and put up street bunting. She had in turn received £140 from stallholders (9 stallholders @ £10 plus British Land @£50), leaving a balance owed of £177.61.

122.4 In respect of the above approved spend , the following being for the Jubilee event , to be vired from the Strategic Community Fund :-

- £177.61 to pay Together we Thrive for various items
- £141.54 (inc VAT) to Olympic Workwear – for Hi-Viz vests for Platinum Jubilee ;
- £75.00 to 360swift.com/Mike Swift – for photography for Platinum Jubilee;
- £250.00 to Leo's Circus – for circus skills at Platinum Jubilee;
- £621.97 (some inc VAT) o S Wright for various items for Platinum Jubilee.

122.5 It was also noted that the monthly charge from Slough BC for waste removal would be due shortly and **agreed** that this too should be paid.

22/123PC Café Brew Hut/ Chicken Ranch Bar

123.1 The Locum Clerk noted that since the last meeting, Mr Lodhi had said that he would purchase an icemaker but the Council would purchase the beer bottle fridge and beer cooler fridge (see Minute 100.1 of previous meeting).

123.2 Mr O'Kelly said that the Platinum Jubilee had brought the community together and had been a success. They had themselves engaged persons dressed as *Spiderman* and *Elsa Ice Maiden*. When the Council had been let down by their bouncy castle provider, they had brought in the one they use. Men shaving their chests had raised £412 for Great Ormond Street Hospital. The night before, the Queen tribute band had excellent feedback.

123.3 Generally, Friday night karaoke was attracting a diverse community attendance . There was a supervised bouncy castle on Saturday's, and although this would not operate for the two weeks of the Fai, they would continue face painting in that period. Plastic glasses were being used. There was also a plan to introduce Bingo on Tuesdays which Cllr Wright thought would be well received.

22/124/PC Agenda items for Next Meeting

124.1 There were none specific.

22/125/PC Any Other Business

125.1 Cllr Barry noted that several councillors had given a number of apologies for meetings in recent months and he asked the Locum Clerk to check the position. **Action: Locum Clerk**

22/126/PC Next Meeting

126.1 The next Full Council Meeting to be at 7.00 pm on Wednesday 20th July 2022 in the Community Centre.

22/127/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 18 and 19 on the agenda that the public be excluded and the matters dealt with in a subsequent Part Two meeting.

The meeting closed at 9.05 pm.

Signed as a true record of the meeting

.....Chair

Dated