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BRITWELL PARISH COUNCIL

**MINUTES OF THE MEETING OF BRITWELL PARISH COUNCIL HELD ON WEDNESDAY
21st JUNE 2023 AT 7.00 P.M., IN THE PARISH COMMUNITY CENTRE**

Present Cllr P Brooker (in the chair)
Cllr R Anderson, Mrs S Brooker, M Ilyas and S Wright

Apologies Cllrs P Mann and A Ilyas

In Attendance : Mrs. J. Finn(Clerk/RFO) ; Mr Nazar Lodhi

23/83/PC Declaration of Interest

83.1 Cllr. Anderson made a general declaration that he was a member of Slough BC,

23/84/PC Minutes of the meeting held on 17th May 2023

84.1 The minutes of the Council meeting held on 17th May 2023 were then **approved** as an accurate record of the meeting and signed by the Chair.

23/85/PC Matters Arising (not covered elsewhere on the agenda)

85.1 Cllr Anderson said he will try to contact Unity Trust Bank again to update his details to access the Bank Account via the Web.

23/86/PC Update from Neighbourhood Police

86.1 There were no police present and it was agreed that the Clerk will invite the Police to the next meeting
Action: Parish Clerk

23/87/PC Outside Bodies

87.1 Cllr S Wright mentioned that there were 50-55 attending Tuesday & Thursday Youth Project. There was an incident with one of the members who stole a Credit Card from one of the other members and was buying drink over at the Co-Op. The member has been banned from the BYP until all the funds have been repaid. New members are coming from St Mary's School. BYP IT Suite is bring updated with funds they received from the Lottery

23/88/PC Planning

88.1 There were no planning applications.

23/89/PC Annual Governance & Audit Return 2022-2023

89.1 Internal Audit Report - The Clerk highlighted the main issue raised by the Internal Auditor, that there were a number of outstanding unpaid invoices at year end. (Café Brew Hut) and this should be risk assessed. Late payment/outstanding Football Clubs should equally be chased. The Clerk confirmed that going forward to Monitor outstanding invoices and to continue to Risk asses. The Clerk also confirmed that going forward, the Football Club will be invoiced and a payment date added to the invoice. All Councillors agreed that cheque 301361

For Hall Deposit - R Hersey (2 July 2022 Hall Hire) to be put back into the Bank as the cheque has not been cashed.

Action: Parish Clerk

89.2 Annual Governance Statement 2022-2023 - Having received the Statement it was **agreed to approve** and for Cllr Brooker as the chair to sign, the Accounting Statements 2022-2023

89.3 Accounting Statements 2022-2023 - As part of the review of the Account Statement, the Clerk highlighted the Explanation of Variances, the Reconciliation between balances carried forward and cash assets and the Bank Reconciliation. Further to the review, the Council **agreed to approve**, and for Cllr Brooker as the Chair to sign, the Accounting Statements 2022-2023

23/90/PC Building Works

90.1 It was agreed that quote A, Rayners lane Consultant Ltd was approved to remove and secure railings outside the Community Hall. The price quoted was £374.59 and Cllr Brooker will help with the repair to keep the cost down.

Action: Cllr P Brooker

90.2 It was agreed for the Clerk to source 3 quotes for the Leaking Roof on the Entrance Porch in the Community Hall

Action: Parish Clerk

90.3 The Councillors agreed for the thermostat to be turned off over the Summer period and to source a Wireless Thermostat. Cllr S Wright will contact the Plumber

Action: Cllr S Wright

23/91/PC Parish Communication

91.1 The Clerk was asked to contact Burnham Parish regarding their website and to get a quote from the person updating their website to update ours.

Action: Parish Clerk

91.2 Cllr Brooker said that Foodbank commented that there was Ants in the cupboard. Cllr Brooker said he would put some Ant Destroyer in the cupboard and Cllr Wright said he has Ant Powder and will put some in the cupboard.

Action: Cllrs P Brooker & S Wright

91.3 The Clerk received a quote for a new Carpet for the Community Hall and all Cllrs agreed the price. Cllr Brooker said he would pay by his Credit Card and claim back from the Parish. As there is a leak in the Porch it was agreed to delay fitting until after the Porch had been repaired and to source 2 further quotes.

Action: Parish Clerk

23/92/PC Report on Community Centre and Sports Ground.

92.1 The Clerk is waiting for the New Lease Holder to confirm opening times, and forth coming functions in the Bar before submitting the Booklet to Councillors for approval and before sourcing printing prices and sending for printing.

92.2 It was agreed that the Large Printer and the Desk Printer in the Clerk's Office can be disposed and a new Printer/Scanner & Photocopier to be purchased. Councillors asked the Clerk to source prices.

Action: Parish Clerk

23/93/PC Finance

93.1 *Income & Expenditure* - The income and expenditure and bank reconciliation for May were **approved**.

93.2 It was **agreed** to ratify the following payment made since the last meeting :-

Slough Borough Council: Waste Bins
£52.70 - Invoice Number **804613052**

Donovan Brothers: Toiletries & Cleaning Products
£228.96 - Invoice Number **1209053**

93.3 It was also agreed to pay the following:

Sean Wright , Grounds Maintenance Services, Invoice 15.6.23 **£2,540.00**

B T Dancer (Final Internal Audit) Invoice 19.6.23
£595.00

Manorcott Legal & Business Services AGAR and Year End Finances Invoice MC/2309
£1,737.00

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

a) by cheque :-

- £150.00 to Mr N Lodhi for Hall Hire deposit 11.6.23 Cheque 301395
- £328.00 to S. Wright for Fly tipping & Lock & Keys Cheque 301396

93.3 The Clerk advised that the Internal Auditor, Barrie Dancer requested the Clerk not to use Manorcott Legal Services (other than to scan in AGAR and submit to Littlejohn) as he will advise the Clerk going forward.

23/94/PC Agenda items for Next Meeting

94.1 To discuss Support for Charitable Items

94.2 To discuss Gas and Electric contracts which are renewable 3rd August 2023

23/81/PC Next Meeting

103.1 The next Full Council Meeting to be at 7.00 pm on Wednesday 19th July 2023 in the Community Centre.

23/82/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 22 and 23 on the agenda that the public be excluded and the matters dealt with in a subsequent Part Two meeting.

The meeting closed at 8.20 pm.

Signed as a true record of the meeting

.....Chair

Dated