

BRITWELL PARISH COUNCIL

MINUTES OF THE MEETING OF BRITWELL PARISH COUNCIL HELD ON WEDNESDAY 17th MAY 2017 AT 7.10 P.M. IN THE PARISH COMMUNITY CENTRE

Present Cllr. O. Isernia (Chairman);
Cllrs. R. Anderson; M. Carter (part only), Mrs J Finn, J Finn; P.Murphy,
S.Wright;

In Attendance : Mr. J. Holder (Locum Clerk)

1 Member of the Public: Mr Sajjad Hussain

17/54 /PC Declarations of Interest

Cllrs Wright and Murphy declared an interest in respect of item 10.1 (Fields Maintenance Tender).

17/55/PC To elect a Chairman

Cllr. O Isernia who had expressed a willingness to act as Chairman for the year was nominated by Cllr Wright, seconded by Cllr Carter and unanimously elected. Cllr Isernia subsequently signed a Declaration of Acceptance of Office.

17/56/PC To elect a Vice Chairman

Cllr. J Finn who had expressed a willingness to act as Vice Chairman for the year was nominated by Cllr Wright, seconded by Cllr Carter and unanimously elected.

17/57/PC Apologies

Cllr Carter gave apologies that he would have to leave at 8.00 p.m.

17/58 /PC Public Forum

Mr Hussain, who lived in Long Readings Lane said that he had recently lost money when a proposed site in the Slough area for his car wash business had been withdrawn .He was seeking an alternative site and would be interested in using Council space. It was confirmed that a) Cllr Carter would look into the previous site matter with Slough BC and b) Mr Hussain to meet later in the week with the Locum Clerk to explore the appropriateness of using Council space.

Action: a) Cllr. Murphy ; b) Locum Clerk

(Mr Hussain left the meeting)

17/59/PC Minutes of the meeting held on 19th April 2017

The minutes of the Full Council meeting were **approved** as an accurate record of the meeting and signed by the Chairman.

17/60/PC Matters Arising (not covered elsewhere on the agenda)

60.1 *Ms Woodley* (item 16.106.1) - The Locum Clerk said that he had made initial contact with a Debt Collection agent.
Action: Locum Clerk

60.2 *Gents Toilets* (item 17/33.2) - The Locum Clerk said that he had received back one of the three quotes sought; the Council should be able to decide at the June meeting .
Action: Locum Clerk

60.3 *Online Banking* (item 17/34.3) – Cllr Murphy said that the Bank had required further information which she would arrange following the meeting. **Action: Cllr. Murphy**

60.4 *Remaining Stock* (item 17/49.2 a) – Still to do . **Action: Cllr. Wright**

60.5 *Manager's Office* (item 17/49.2 b) – Cllr Isernia confirmed this had been done

60.6 *CCTV* (item 49.3) To get quotes for June meeting. **Action: Locum Clerk**

60.7 *Lynch Pin* (item 17/52.1) – Cllr Anderson said he had chased but had had no response.

60.8 *Remaining Stock* (item 17/49.2 a) – Still to do . **Action: Cllr. Wright**

60.9 *Co-op Bins* (item 17/52.2) – It was noted that this was Countryside, not Slough BC.

60.10 *Library Promotion Restrictions* (item 17/52.3) – Cllr Carter had resolved this.

60.11 *Roof Guttering* (item 17/52.4) - To be confirmed with the caretaker.

Action: Cllrs. Wright/ Murphy

17/61/PC To elect members to outside bodies

61.1 It was **agreed** that Cllr Carter would attend NAG; Cllr J Finn the Youth Project team and Cllrs Wright and Murphy would attend both the Community Forum and the Youth Club.

61.2 None of the members were able to join the Audit & Corporate Governance committee of Slough BC.

17/62/PC To review the Council's constitutional documents

62.1 Mr Holder noted that the Internal Audit was still underway and accordingly consideration and approval of the Risk Assessment, Standing Orders and the Financial Regulations would be deferred to the June Council meeting. **Action: Locum Clerk**

62.2 Council members reviewed the Asset Register as of 31 March 2017. It was **agreed** that for the Bar, the cash registers (acquired 2003 at £2,000) and the Bottle Washer in the main bar (acquired 2005 at £1,450) had been disposed and their value should be removed from the Asset Register. **Action: Locum Clerk**

17/63/PC NET & Neighbourhood Police Team

There was nothing to report.

(Subsequent to the meeting, the Locum Clerk circulated to members a report which had been received).

17/64/PC Outside Bodies

64.1 Cllr Wright said that the U15's had won the Cup Fulham and Chelsea scouts were looking at two of the players.

17/65/PC Community Centre and Sports Ground

65.1 *Grounds Maintenance Tender* – The Locum Clerk reported that following the last meeting, he had costed all three tenders in the manner requested and circulated these to Members (excluding Cllrs Wright and Murphy who had declared an interest). Bid number C showed an annual cost on this basis of £5,650 which was considerably less than the other two bids. It was **resolved** that the contract for the period April 2017 – March 2019 be awarded to

Bid C which the Locum Clerk disclosed had been made by Sean Wright. The Locum Clerk would issue a contract for this.

Action: Locum Clerk

65.2 *Review of Hall & Grounds Hiring for 2017 -18-* The Chairman said that he had spoken to the Bar Tenant and she was willing to take over responsibility for Hall hire bookings. Cllrs Wright and Carter made it clear that the Bar and the Hall were separate and it would be inappropriate to transfer across this responsibility. Cllr Wright said that he had recently been advised that the Bar had closed at 6pm one evening to provide for a private party. The Chairman noted that this was a community bar and he did not approve of private parties. The Locum Clerk was requested to notify the Tenant.

Action: Locum Clerk

(Cllr Carter left the meeting)

65.3 The Locum Clerk highlighted his paper on the Review of Hall & Grounds Hiring for 2017 -18, which he had previously circulated. Following discussion, the members **resolved** :-

1. *Hall Hire Fees -*
 - a) To retain current charges at £18 per hour local/£24 per hour non local; with charge for open/close fee of £15 (bookings under 4 hours) to meet caretaker costs for 2017/18, and review next year;
 - b) Not to introduce a different rate for week-day and week-end rate; and review next year
2. *Community Group Bookings :-*
 - a) To confirm nil charge for the current agreed Community Group Bookings;
 - b) To consider the open/close fee to be borne by Parish, for community free events.
3. *Field/Pitch Hire*
 - a) Field Hire charge per season agreed at April 2017 at £850;
 - b) Charge for Fair in June to be maintained at last year's fee but to review next year
Council to review/decide
4. *Booking Process*
 - a) To confirm that cash deposits should be banked , with deposits to be returned by cheque;
 - b) To liaise with Bar to confirm that it should not agree any Hall bookings or sign any hire agreements.

65.4 The Council did not approve the proposal to insert a secure letter box in the front door.

65.5 . *Deposits -* It was further **resolved** that authorised signatories could issue cheques between meetings to repay deposits (see item 65.3.4 a) above), with ratification at the following meeting.

65.6 Insofar as there was the need to clear up after a booking, which would result in additional work time required by the caretaker, then any additional costs incurred for the caretaker should be deducted from the deposit. Cllr Murphy to brief Luke King in this regard.

Action: Cllr.Murphy

65.7 *Churches Firework Display – 4 November* - The Locum Clerk noted that Ian and Sabina Moody of the River Church had written on behalf of local churches to enquire about a possible booking on 4 November for a community firework display. It was noted that it was not unclear whether the reference to other churches referred to St George's Church who had made contact last year. Council members raised issues concerning safety and related matters and requested the Locum Clerk to explore further. **Action: Locum Clerk**

17/66/PC Finance

66.1 *Income & Expenditure* - The Locum Clerk noted that the books had been with the Internal Auditor and that accordingly the income and expenditure and bank reconciliation for April 2017, as well as that for May 2017, would be presented at the June meeting.

66.2 In addition to the direct debits, it was **agreed** to approve the following cheques:-

- £27.80 to Paula Murphy, for reimbursement of toiletries;
- £2,152.50 (inc. VAT) to Manorcott Legal & Business Services for Locum Clerk's services;
- £150.00 to Nagendra Solankala for return of Hall deposit (7 April booking);
- £33.00 to Shailesh Chaudhri for return of balance of Hall deposit (8 April booking);
- £1,040 for Sean Wright for Field maintenance services.

66.3 *Annual Return 2016 -2017* - The Locum Clerk updated on the Internal Auditor's review to date. He presented the VAT Recovery claim for £2,909.23 for the period August 2016 – March 2017 which he had confirmed with the Internal Auditor and which was confirmed by the Council. The Locum Clerk would submit this. **Action: Locum Clerk**

66.4 *Pensions* - The Locum Clerk highlighted his paper which he had previously circulated. He noted that Mr Luke King would be receiving a pension going forward. The Council **resolved** :-

- a) To approve the use of NEST as pension provider and acceptance of its terms & conditions;
- b) To approve establishment of a direct debit for payment of this;
- c) Direct debit payments to be operated by usual bank signatories.

The Locum Clerk noted that he had until 30 June to make the declaration of compliance. **Action: Locum Clerk**

17/67 /PC Chicken Ranch Bar

67.1 The Chairman said that the Tenants were unable to attend the meeting as they were currently giving statements to the police concerning a recent incident in the Bar. Cllr Wright said that the Tenant should give written notice to the Clerk of any incidents. It was **agreed** that the Tenant should maintain an Incident Book which should be made available to the Council at each meeting. **Action: Locum Clerk**

67.2 The Locum Clerk noted that the Tenants would be unable to attend the June meeting as they would then be on holiday. The Council requested that they should provide accounts for the first six months for the July meeting. **Action: Locum Clerk**

67.3 *Pool Tables* – Two Councillors agreed that following this meeting, they would empty the pool tables.

17/68/PC Any Other Business

68.1 *Planning Application P/16962/000 : 1 Odencroft Road, Slough SL2 2BS Proposed construction of a single storey side and rear extension* – The Council had no comment. The Locum Clerk to advise Slough BC Planning. **Action: Locum Clerk**

68.2 *Planning Application P/06147/003 : 88 Lynch Hill Lane, Slough SL2 2QB Proposed construction of a single storey side extension* – The Council had no comment. The Locum Clerk to advise Slough BC Planning. **Action: Locum Clerk**

68.3 *Vandalism* - The Locum Clerk noted that following the recent damage to the uPVC cladding, he had contacted Insurers as to a possible claim. Cllr Murphy noted a local builder who might provide a quote, subject to Insurers.. **Action: Cllr Murphy/ Locum Clerk**

17/69/PC Next Meeting

The next Full Council Meeting will be at 7.00 pm on Wednesday 15 June 2017.

The meeting closed at 9.00 pm.

Signed as a true record of the meeting

.....Chairman

Dated.....