

BRITWELL PARISH COUNCIL

MINUTES OF THE MEETING OF BRITWELL PARISH COUNCIL HELD ON WEDNESDAY 21st JUNE 2017 AT 7.05 P.M. IN THE PARISH COMMUNITY CENTRE

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

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

3 Members of the Public: Mr Tilbury; Mr Moody;Mr Sajjad Hussain

17/70 /PC Public Forum

70.1 Mr Tilbury enquired in respect of the pending trial .It was noted that this was a criminal matter being the responsibility of the CPS to prosecute but the Council would be interested in the outcome.

70.2 Mr Moody said he was looking to run a Job Club, to be held on Thursdays during Term time between 10. 00 am - 2.00 pm, starting Thursday 14 September. A team of experienced people would be involved and it would be more a coaching scheme than one providing information. Cllr Wright noted that The Hub provided a Job Club although it might have a different remit. Mr Moody was requested to research if there was a need for this new scheme and if there was, return to the Council which could consider if someone in the community is providing their time free, whether the Council should in turn provide the Hall space free.

70.3 Mr Moody had further ideas concerning providing furniture to people referred by agencies; the furniture being kept in a container; Cllr Wight noted that Slough Estates did something similar. Also to provide Softplay Hall use free; time available being on Monday's between 9.00 am – 2.00 pm. Also a possibility of a fun event on either 19 August or first week-end in September. It was confirmed that Mr Moody should meet with the Locum Clerk.

Action: Locum Clerk

70.4 Mr Hussain said the proposed car wash business was needed to support his family.

(Mr Tilbury and Mr Moody left the meeting)

17/71/PC Apologies

Cllr. Isernia had given apologies.

17/72/PC Minutes of the meeting held on 17th May 2017

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

17/73/PC Matters Arising (not covered elsewhere on the agenda)

73.1 *Remaining Stock* (item 17/49.2 a) – Still to do .

Action: Cllr. Wright

73.2 *Lynch Pin* (item 17/52.1) – Cllr Anderson said he had been advised that building would start in August..

73.3 *Grounds Maintenance Contract (item 17/65.1)* - The Locum Clerk had issued a contract for this and awaiting signature.

Action: Cllr. Wright

73.4 *Hall Booking* (item 17/65.6) - Cllr Murphy noted that the booking the previous Friday had left the place in a mess with consequential staff overtime and material costs as well as use in excess of the booking; the Clerk was requested to review and deduct from deposit.
Action: Locum Clerk

73.5 *Firework Display* (item 17/65.7) – Mr Holder confirmed he been in contact with Mr Moody.

73.6 VAT (item 17/66.3) – Mr Holder confirmed he had to action. **Action: Locum Clerk**

73.7 *Chicken Ranch* (items 17/67.1 and 67.2) – Mr Holder confirmed he had written to Ms Knight; it had been planned to meet but Ms Knight had cancelled for family reasons.

73.8 *Vandalism/Damage to Outside of Building* (items 17/68.3) - Mr Holder said that he had advised insurers who had agreed to pay the estimated repair costs of £542 less £250 excess. He gave details of the two quotes he had received and provided to insurers and it was **agreed** to award to the cheaper quote of £480 exclusive of VAT but not implement until after installation of the CCTV.
Action: Locum Clerk

17/74/PC Car Wash Proposal

74.1 It was agreed to consider this item early as Mr Sajjad Hussain was present. The Locum Clerk said that he had met with Mr Sajjad Hussain, who was looking to establish a car wash business on Parish Centre grounds, which would be located on the hard surface, by the police office. He would wish to erect two structures on the site for use as a waiting room and a site cabin. He would wish to operate this business 7 days a week.

74.2 Further to that meeting, the Locum Clerk said he had researched the position. He said that by the 1997 Transfer, Slough BC had transferred the property to the Council, with a covenant that the recreation ground be used for informal leisure access by local people. A commercial use, such as that proposed, would be contrary to that and if the Council were to support this proposal, it should be confirmed with Slough BC. This raised commercial and other considerations as to whether the Council should support this and it was **agreed** to review this in Part 2 of the meeting.
(Mr Sajjad Hussain left the meeting)

17/75/PC NET & Neighbourhood Police Team

There was nothing to report.

17/76/PC Annual Return 2016 -17

76.1 **Annual Governance Statement 2016 -17** - Having reviewed the responses, it was **agreed** to approve, and for the Chairman to sign, the Annual Governance Statement.

76.2 **Accounting Statements 2016-17** – As part of the review of the Accounting Statement, the Locum Clerk highlighted the Explanation of Significant variations (Attachment 1.2 to the Annual Return) together with the year end Income & Expenditure Account, the Balance Sheet and the Bank Reconciliation. Cllr Anderson noted the variance increase year on year of the Precept from £39k the previous year to the £58k figure for the most recent year; the Locum Clerk was requested to review the background to such change. **Action: Locum Clerk**

76.3 Further to its review, the Council **agreed** to approve, and for the Chairman to sign, the Accounting Statements 2016-17.

76.4 The Locum Clerk further highlighted the Internal Auditor's Assessment of Compliance made by Mr Dancer. In particular there was noted the need to review Financial Regulations in respect of the new Bar tenancy; cash hall hire deposits to be banked (this had been separately approved by the Council the previous month as item 65.3.4 a)); the need for effective budget monitoring to avoid high surpluses and as the General Fund was very high, for the Council to consider transfer to Earmarked Reserves for specific projects . The Locum Clerk would forward the Annual Return to the external auditors.
Action: Locum Clerk.

17/77/PC Outside Bodies

There was nothing to report.

17/78/PC Statutory Documents

It was agreed that this would be deferred to the next meeting. **Action: Locum Clerk.**

17/79/PC Community Centre and Sports Ground

79.1 *Police Portakabin* – The Locum Clerk reported that further to a review, he had noted that both the Lease for the police portakabin and the planning permission given by Slough BC. Had expired . It was **agreed** that a) the Council would wish to renew the lease on similar terms, and for the period if possible to align with a renewed planning permission; b) the Locum Clerk should confirm the position first with the police that they would wish to renew and thereafter contact Slough BC.and c) external solicitors could be engaged to advise on a new lease.
Action: Locum Clerk

79.2 *Gents Toilet Refurbishment* – The Council considered the three estimates which had been received at a quoted cost (net of VAT) of a) £14,300 ; b) £7,650 and c) £8,290.It was agreed to reject the highest quote but to allow for a clearer comparison of quotes b) and c) the Locum Clerk was requested for b) to enquire the costs of taking out the steps and to provide three rather than two urinals and for c) the costs of replacing all rather than some tiles and any reduction if reduced from three to two urinals. **Action: Locum Clerk**

79.3 CCTV - The Locum Clerk was requested to circulate the quotes received.
Action: Locum Clerk

17/80/PC Finance

80.1 *Income & Expenditure* - The income and expenditure and bank reconciliations for April and May 2017 were **approved**.

80.2 Further to the policy agreed last month (item 65.5), the repayment of £150.00 to Roshi Ali for return of Hall deposit (8 May booking) prior to the meeting was confirmed.

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

- £560 to Mr Dancer , for internal audit;
- £72.00 (inc. VAT) to Economic Hygiene Solutions for ladies sanitary bins;
- £24.91 to Paula Murphy for reimbursement of toilet products;
- £549.61(inc. VAT) to BALC for the annual subscription;
- £1,357.50 (inc. VAT) to Manorcott Legal & Business Services for Locum Clerk's services;
- £150.00 to Sanith Palatty Varkey for return of Hall deposit (10 June booking);

£625.00 for Sean Wright for Field maintenance services (May/June).

80.3 *Pensions* - The Locum Clerk confirmed he had made the declaration of compliance on auto –enrollment. Mr Holder would liaise with Cllr Murphy to effect the NEST payment provision for Mr King.

Action: Cllr Murphy/Locum Clerk

17/81 /PC Chicken Ranch Bar

81.1 It was noted that the Tenants would attend the July meeting.

17/82/PC Any Other Business

82.1 *Trial of Chris Faulkner* - The Locum Clerk said it was not clear whether the trial due to start the following week would be held in Reading or Oxford. It was **agreed** that the Locum Clerk should attend the trial and thereafter report back to the Council. It was further confirmed that any press comments should be made through the Locum Clerk.

82.2 *Gas Boiler Service/Landlord’s Certificate* – The Locum Clerk noted that Climate Solutions had contacted to note this was due. It was **agreed** that the Locum Clerk should obtain a quote from them and accept the lower of that quote and one of £75 provided by Mr Finn, Mr and Mrs Finn having declared an interest in respect of this matter.

Action: Locum Clerk

17/83/PC Next Meeting

The next Full Council Meeting will be at 7.00 pm on Wednesday 19 July 2017.

The meeting closed at 9.15 pm.

Signed as a true record of the meeting

.....Chairman

Dated.....