

BRITWELL PARISH COUNCIL

MINUTES OF THE MEETING OF BRITWELL PARISH COUNCIL HELD ON WEDNESDAY 16th MAY 2018 AT 7.20 P.M. IN THE PARISH COMMUNITY CENTRE

Present Cllr. O.Isernia
Cllrs. R Anderson, M. Carter, J. Finn, P.Murphy and S.Wright;

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

18/61/PC Apologies

Apologies had been received from Cllr. Mrs J Finn.

18/62/PC Declaration of Interest

Cllrs Anderson and Carter respectively made a general declaration that he was a member of Slough B.C. Cllrs Wright and Murphy declared an interest in certain payments under item 13.1.

18/63/PC Public Forum

There was none.

18/64/PC Minutes of the meeting held on 18th April 2018

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

18/65/PC Matters Arising (not covered elsewhere on the agenda)

65.1 *Sports Hire (item 17/137.7)* — Cllr Wright said the outstanding balance would be made shortly. Going forward, it was **agreed** that soccer teams should pay at the start of the season and Cllr Wright should provide contact details to the Clerk. **Action: Cllr Wright**

65.2 Premises Repairs (item 18/25.1)

- a) *Damaged Fencing* - Damaged by the Tenant's banner. Three quotes to be obtained to repair this.. **Action: Cllr Wright/ Locum Clerk**
- b) *Damaged Cladding* – To action **Action: Locum Clerk**
- c) *Jet Wash /Memorial Garden Bench Damage (item 18/25.4)* – Proposal being actioned **Action: Cllr Wright/ Locum Clerk**
- d) *Perimeter Fencing* – Cllr Wright was obtaining quote **Action: Cllr Wright**
- e) *Changing Room Heating Tubes (x6)* – to be replaced. **Action: Cllr Wright /Locum Clerk**
- f) *Car Park Bollard* – An engineer would be required to fix a damaged bollard. **Action: Cllr Wright/ Locum Clerk**

65.3 *Neighbourhood Police (item 50.1)* - Mr Holder had written to the police as requested.

65.4 *Caretaker Fee Review (item 55.1)* - Mr Holder had written to Footiebugs and the Drama Group.

65.5 *Day Centre (item 55.3)* - Mr Holder said there had been no response to the notice. Cllr .Murphy said that the Group would not continue and the hire time was free.

65.6 *Amey (item 59.1)* - Cllr .Murphy said that Amey had contacted her in respect of the bin with a broken lock. but they had still not replaced it.

65.7 *Insurance Fidelity Claim (item 17/112.2* – Mr Holder was requested to chase insurers further. **Action: Locum Clerk**

18/66/PC NET & Neighbourhood Police Team

66.1 There was no report.

66.2 Cllr Murphy said that on Friday 12 May about 7.30pm, there had been an attempted break-in at her home. Those attempting it had fled when the alarm went off but their car in its escape had crashed into a taxi, leaving its driver traumatised. The Locum Clerk was requested to contact Slough BC about any CCTV its cameras may have obtained. **Action: Locum Clerk**

18/67/PC To review the Council's Constitutional Documents

67.1 It was agreed to defer this item to the next meeting. **Action: Locum Clerk**

18/68/PC To elect members to Outside Bodies

68.1 It was **confirmed** that Cllr Wright would continue to represent the Council on the Slough B.C. Parish Forum.

68.2 It was noted that there was no representative to attend the Slough BC Audit & Corporate Governance committee.

18/69/PC Annual Governance and Accountability Return (AGAR) 2017 -18

69.1 The Locum Clerk noted the changes introduced this year. The Annual Report had now become the Annual Governance and Accountability Return (AGAR); external auditors had changed from Mazars to PKF Littlejohn; and the return date had been shortened from 30 June to 11 June. He highlighted the financial papers provided to the Internal Auditor including the Cashbook; the Income & Expenditure Summary together with the Schedule of Assets. The Council **approved** the Income & Expenditure Account and the Balance Sheet for 2017 -2018 which had been prepared following the Internal Audit.

69.2 *VAT Return* - The Locum Clerk presented the VAT Recovery claim for 3,372.47 for the period October 2017 – March 2018 which he had confirmed with the Internal Auditor and which was **confirmed** by the Council. The Locum Clerk would submit this. **Action: Locum Clerk**

69.3 *Bar tenancy* - Mr Holder noted that the Internal Auditor in his Report had in respect of items A & B made reference to his Internal Audit Report but specifically in respect of items C and E drawn attention to the need to risk assess the Tenancy agreement in respect of late provision of accounts and for those being in a third party name and to late payments. Following discussion, the Locum Clerk was requested: a) to reiterate to the Tenant that there has been no change to the tenancy party; b) require accounts for the very start of the tenancy; c) require quarterly accounts at least 14 days before Council meetings; d) set September meeting to determine the rental for Year 3 starting in December. **Action: Locum Clerk**

69.4 *Annual Governance Statement 2017 -18* - Having reviewed the responses, the Chairman proposed, Cllr Finn seconded and it was **agreed** to approve, and for the Chairman to sign, the Annual Governance Statement.

69.5 *Accounting Statements 2017-18* – As part of the review of the Accounting Statement, the Locum Clerk highlighted the Explanation of Variances, the Reconciliation between balances carried forward and cash assets and the Bank Reconciliation. Further to its review,

Cllr Murphy proposed, Cllr Wright seconded and the Council **agreed** to approve, and for the Chairman to sign, the Accounting Statements 2017-18.

69.6 The Locum Clerk further highlighted the Internal Auditor's Assessment of Compliance made by Mr Dancer. Further to discussion:-

1) the surplus at year end and the size of the General Fund balance was noted. The need to consider transfer to Earmarked Reserves for specific projects was noted, such as a Maintenance Fund and matching Slough BC sports funding were noted, to be considered at the next Council meeting. **Action: Locum Clerk.**

2) /3) Issues noted at minute 69.3 above;

4) The need to get Hire fees at least 28 days before hire date was noted although the Internal auditor's suggestion to get both moneys at time of booking might not be practical where a booking was made many months in advance. The Clerk noted that only on one occasion had a fee not been made prior to the hire and this had been subsequently received.

5)/6) Noted

7) Debt recovery to be actioned. **Action: Locum Clerk.**

8) Noted and in hand.

69.7 The Locum Clerk would forward the Annual Return to the external auditors. **Action: Locum Clerk.**

69.8 The period for the exercise of public rights was confirmed as being from Monday 4 June to Friday 13 July 2018 and this should be publicised. **Action: Locum Clerk.**

18/70 /PC Strategic Review 2017 - 2023

70.1 The Notes of the previous Working Party meeting of 18 April were confirmed and signed.

70.2 The Working Party meeting immediately prior to this meeting was noted. Further to this, the following financial contribution proposals to the Summer Carnival were **approved**:-

- a) *Dog Show* – Maximum cost of £150 for rosettes and prizes;
- b) *Banner* – agreed to secure, actual cost to be confirmed, and wording on it to be agreed. **Action: Cllr Murphy**
- c) *Face Painting* - £380 , with 50% payable upfront as deposit;
- d) *Poster Printing Costs* – to be advised and approved.
- e) *First Aiders* – minimal costs might be incurred

70.3 The Locum Clerk was requested to provide a list of the financial contributions to which the Council had committed. **Action: Locum Clerk.**

18/71/PC General Data Protection Regulation (GDPR)

71.1 Mr Holder said that the GDPR was due to come into force on 25 May. The SLCC had circulated template documents which could be adapted. He had made an audit of the data held by the Council and had previously circulated this together with a draft Privacy Notice. It was agreed that the Council would further review these at the next Council meeting. **Action: ALL/ Locum Clerk.**

71.2 Mr Holder noted that the GPDR provided for the appointment of a Data Officer who could monitor compliance; this person should not be the Clerk as he was the main user. The Government however recognised the burden of this on parish councils and intended to waive this requirement in pending Data legislation but Mr Holder noted there would be a period

between GDPR implementation and such new legislation. As the Council were still in process of implementation, no Data Officer was appointed.

18/72/PC Community Centre and Sports Ground

72.1 *Hall & Grounds Hire Rates 2018 -2019* - Mr Holder noted the current rates. Cllr Murphy noted that for the last few weeks, Glad Tidings Church had complained that on the Sunday morning, they had to tidy up after the Saturday evening hires. Following discussion, it was agreed that:-

a) Cllr Murphy and the Clerk to view CCTV to determine substance of Glad Tidings complaint and any impact this might have on deposits of respective hirers; **Action: Cllr Murphy/ Locum Clerk.**

b) Cllr Murphy to speak to caretaker – he should after a hire determine if cleaner required prior to Glad Tidings usage and if caretaker could not do, to be able to engage third party cleaner; **Action: Cllr Murphy**

c) to determine whether extra cleaning costs might require an increase to the fee, with Hall & Grounds Hire Rates 2018 -2019 to be reviewed at the next meeting. **Action: Cllr Murphy/ Locum Clerk.**

72.2 *Active Slough* – Councillors requested time changes be made to the planned times for Zumba on Wednesdays and Teen Boxing on Fridays. **Action: Locum Clerk.**

72.3 *Dealing with Hirers and Bar* - Cllr Murphy noted pressure of dealing with certain hirers bookings and various requests from Bar. It was noted that main contact should be the Clerk but further noted that the Clerk should not be expected to deal with enquiries out of office hours.

72.4 *Bar Incidents* – Two recent incidents affecting the Bar were noted and the tenants subsequent request for access to CCTV material. Following discussion in which it was noted that the tenants had their own CCTV, it was agreed that material should not be released to the tenants but should be provided to the police on request.

18/73/PC Finance

73.1 *Income & Expenditure* - The income and expenditure and bank reconciliations for April 2018 was **approved**.

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

- £150 to Mr O'Brien to reimburse Hall deposit for 22 April;
- £581.64 to BALC for annual subscription;
- £560 to Mr Dancer for internal audit;
- £26.76 (inc VAT) to Cllr Murphy for reimbursement of toilet products;
- £915.00 to Mr Wright for Grounds maintenance (January – April);
- £33.90 to Jonathan Holder to reimburse for postage and stationery;
- £1,890.00 (inc VAT) to Manorcott Legal & Business Services for Locum Clerk's services;
- £190 to Mark Burford, being 50% as deposit for face painting at Summer Festival.

73.3 *IT Resources* - Cllr Carter had sourced a new computer and laser printer, at best value at John Lewis, which was within the agreed budget of £1,000 ,being at current prices £449.95 for the desktop PC and £224 for the colour printer. This was **approved** by Council and Mr Holder was requested to purchase. Cllr Carter would then arrange to install it. **Action: Locum Clerk/ Cllr Carter**

18/74/PC Chicken Ranch Bar

74.1 Nothing to report.

18/75/PC Any Other Business

75.1 There was none.

18/76/PC Next Meeting

The next Full Council Meeting to be at 7.00 pm on Wednesday 20th June 2018.

The meeting closed at 9.15 pm.

Signed as a true record of the meeting

.....Chairman

Dated.....