

BRITWELL PARISH COUNCIL

MINUTES OF THE MEETING OF BRITWELL PARISH COUNCIL HELD ON WEDNESDAY 15th MAY 2019 AT 7.10 P.M. IN THE PARISH COMMUNITY CENTRE

Present Cllr P K Mann (in the chair)
Cllrs. R Anderson, P Brooker, Mrs S Brooker, J Finn and P. Murphy .

In Attendance : Mr. J. Holder (Locum Clerk) ;
Vinay Vyas, L.Gibbons (Summer Celebration item only)
SBC Cllr Swindlehurst and 2 others (part only)

19/71/PC To Elect a Chairman for the coming year

Cllr. Brooker proposed, Cllr Mrs Brooker seconded and it was **agreed** that Cllr Mann be elected Chair for the coming year. Cllr Mann signed a Declaration of Acceptance of Office.

19/72/PC To Elect a Vice Chairman for the coming year

Cllr. Anderson proposed, Cllr Mrs Brooker seconded and it was **agreed** that Cllr. Brooker be elected Vice Chairman for the coming year.

19/73/PC Apologies

Apologies had been received from Cllr. S.Wright following a recent injury.

19/74/PC Minutes of the meeting held on 17th April 2019

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

19/75/PC Matters Arising (not covered elsewhere on the agenda)

75.1 *Field Hire (item 19/27.3.3)* - Cllr Murphy gave the Locum Clerk contact details for the East Berkshire League who had said that they would not permit Britwell FC to play in the Final unless they paid the outstanding £400. **Action: Locum Clerk**

75.2 *Premises Repairs (item 19/52.1)* – The Locum Clerk had requested but had not received further details for the perimeter fencing quotes. **Action: Locum Clerk**

75.3 *Fidelity Insurance Claim (item 65.3.1)* – The Locum Clerk said that he had that afternoon heard from the Insurance ombudsman that as the Council was a local authority, it was not eligible to appeal to the ombudsman . Following discussion, it was **agreed** to consider taking legal advice; at first instance, the Locum Clerk to forward details to the Chair who would enquire of Slough BC's legal advisers. **Action: Locum Clerk /Cllr Mann**

75.4 *Hall Booking -26 May (item 19/66.2)* – The Locum Clerk said that he had met with the hirer following which he had confirmed details for the event to proceed; insurance details had been received for use of a bouncy castle.

75.5 *Summer Celebration 2019 (item 19/69.1)* – Mr Vyas, noting that the funfair was booked for the weekend, said an event could be run on Saturday 22 June, between 2.00-7.00pm. Although there was limited time before the event, he noted potential attractions he could contact such as the Cycle Experience and *Active Slough*. In view of the short timescale, promotion was important and Mr Carter might again assist. Cllr Mrs Brooker said she could contact a local choir and the Chair said she could seek assistance from a team at Slough BC. Mr Vinay would liaise with the Chair. **Action: Cllrs Mann & Mrs Brooker**

75.6 Ms Gibbons would organise a dog show, to be held between 4.00 -7.00pm. It was **agreed** a) the Council would specifically fund up to £100 for the Dog Show and b) overall, the Council would fund up to £2,000 to support the Summer Celebration.

19/76/PC Neighbourhood Police

76.1 There was no report. Following discussion, noting that although police commitments might preclude attendance, they should be requested to provide a monthly short report and to attend at least the Annual meeting. **Action: Locum Clerk**

19/77/PC Appointments to and Updates from Outside Bodies

77.1 There were no appointments to be made to Outside Bodies.

77.2 Going forward, it was **agreed** that this agenda item should refer also to Interested Parties and that this should include an invitation to Ward Borough councillors. **Action: Locum Clerk**

19/78/PC To review and approve the Council's Constitutional Documents

78.1 **Standing Orders** - The Locum Clerk had previously circulated a copy of the Standing Orders; there were no proposed changes. The Standing Orders were **approved**.

78.2 **Financial Regulations** - The Locum Clerk had previously circulated a copy of the Financial Regulations; there were no proposed changes. The Financial Regulations were **approved**.

78.3 **Asset Register** - The Locum Clerk had previously circulated the updated Register which was **approved** .

78.4 **Risk Assessment** - Members reviewed the Risk Assessment which had been previously circulated. The Locum Clerk highlighted the three key risks as being a) how best to address issues of governance raised in the recent Community Review; b) cashflow in the event that Slough BC were to defer payment of the 2019-20 Precept to the following year further to the recent attempted Abolition by Slough BC ; c) matters consequent on outstanding sums owed by the Bar tenants. The Locum Clerk noted that all three issues were on the agenda and would so remain as long as required going forward. The Risk Assessment was **approved**.

78.5 **Code of Conduct** - The Locum Clerk had previously circulated a copy of the Code of Conduct; there were no proposed changes. The Code of Conduct was **approved**.

19/79/PC General Data Protection Register: To review data held

79.1 The Locum Clerk had previously circulated a copy of the audit review from last year showing data details; there were no proposed changes. The data review was **approved**.

79.2 The Locum Clerk noted that he would be reviewing current data held in terms of retention period. **Action: Locum Clerk**

19/80/PC Planning

80.1 22, Cecil Way, Slough, SL2 2QP (Ref P/17733/000) - the members had no comment.

19/81/PC Annual Governance and Accountability Return (AGAR) 2018 -19

81.1 The Locum Clerk highlighted the financial papers provided to the Internal Auditor including the Cashbook and the Income & Expenditure Summary. The Council **approved** the Income & Expenditure Account and the Balance Sheet for 2017 -2018 which had been prepared following the Internal Audit. Mr Holder noted that further to his Report, the Internal

Auditor in his Assessment of Compliance had made specific reference to both the moneys owed by the Tenants and the possible delay in payment by Slough BC of the 2019 -20 precept, both of which had been in turn covered in the Risk Assessment referred to earlier.

81.2 *Annual Governance Statement 2018 -19* - Having reviewed the statements, it was **agreed to approve**, and for the Chairman to sign, the Annual Governance Statement.

81.3 *Accounting Statements 2018-19* – 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 the Chairman to sign, the Accounting Statements 2018-19.

81.4 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.**

19/82 /PC Post Community Governance Review Strategy

82.1 The Locum Clerk said that although the High Court had quashed the Abolition Order, nonetheless there were real issues raised in the Governance Review which the Council needed to address going forward. This had been identified as a key risk in the Risk Assessment considered earlier. He had written the previous week to the Head of Democratic Services at Slough BC requesting a meeting.

82.2 Mr Holder said that although the Council had submitted a precept demand to Slough BC for 2019 -20, Slough BC had not provided for this in light of their Abolition Order. Following this Abolition Order being quashed by the High Court, he had written since to Mr Thobhani, the Service Lead Governance Officer at Slough BC to request the precept and was awaiting a reply. As there was a risk that Slough BC might not pay the 2019 -20 precept until April 2020, with interest for late payment as well as the then due 2020-21 precept, he had revised and previously circulated the budget forecast for 2019 -20 to show a prudent position without the precept and Bar revenues. In light of the response received from the Insurance Ombudsman noted earlier, no uplift should be expected from the fidelity insurance claim. However there should be recovery of certain legal costs from the High Court action and the VAT element could also be reclaimed. Having reviewed the revised forecast, this was **approved** and it was further **agreed** that 2019-20 costs should be borne from the General Fund. The Chair said that she would be seeing the Section 151 officer at Slough BC tomorrow.

82.3 The Chair noted the need to improve communication with the residents. The Risk Assessment had identified the need to update the website .It was **agreed** that Mr Carter be asked to draw up a specification for a new website for the Council then to consider. **Action: Locum Clerk.**

82.4 Cllr Anderson noting that this was the first issue on the Risk Register suggested that there should be a themed item on this Agenda issue each meeting, including such items as Parish benefit, asset use and engagement with Parish, with communication being first. The Chair would discuss further with the Locum Clerk. **Action: Cllr Mann/ Locum Clerk.**

19/83/PC Community Centre and Sports Ground

83.1 *Hall & Grounds Hiring Rates for 2019 -20* – The Locum Clerk highlighted the current rates. He was requested to provide a paper on current rates and where possible do some benchmarking, for consideration at the next meeting. **Action: Locum Clerk**

83.2 *Potential Fibre Exchange Use* – The Locum Clerk noted that a telecoms company was looking to locate a fibre optic datacentre in the Slough area and had made a site visit. Initial indications of a site about 40 m. x 10m. No specific proposal had yet been made.

83.3 *Burnham Guides* – Members **agreed** to a request from Burnham Guides to use the carpark as a drop off point for parents on the afternoon of Friday 24 May for the guides to catch a coach to their camp.

83.4 *Building Works* – Cllr Anderson said there was a need to look strategically at the site ; a site assessment should be undertaken with a specification drawn up. **Action: Locum Clerk**

83.5 *Return of Deposit* – The Locum Clerk was requested to draw up a check list, to be used by the caretaker at the end of a Hall booking to confirm all in order. Cllr Murphy noted that this would need to be confirmed with the caretaker. **Action: Cllr Murphy/ Locum Clerk.**

19/84/PC Finance

84.1 *Income & Expenditure* - The income and expenditure and bank reconciliation for April 2019 were **approved**. Mr Holder highlighted several items in the Cashbook. The VAT reclaim for the period April – December 2018 had been received. Following completion of the Internal Audit, he would shortly submit a reclaim notice for the period January – March 2019. **Action: Locum Clerk**

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

- £474.00 (inc VAT) to Advision Security Ltd for repairs and maintenance for the CCTV;
- £525.00 to Mr Dancer for the Internal Audit 2018 -19;
- £600.00 (inc VAT) to Wellers Law Group LLP for legal services in respect of the Tenant;
- £1,725.00 (inc VAT) to Manorcott Legal & Business Services for Locum Clerk's services;
- £150.00 to Ayesha Sheraz to reimburse £150 Hall deposit for cancellation of 8 June booking;
- £150.00 to Namrata Shah to reimburse £150 Hall deposit for 11 May booking.

84.3 *Bank Signatories* – Following the election, only two of the previous four signatories, being Cllrs Murphy and Wright, remained signatories. It was agreed that Cllrs Mann and Brooker, being the Chair and Vice Chairman should also be added and arrangements be made with the bank to effect this. **Action: Cllr Murphy/ Locum Clerk.**

84.4 In the meantime, the following transitional arrangements were **agreed**:-

- a) Cllr Murphy noting that she had not previously signed a cheque which Cllr Wright also signed, allowance for them to do so in the present circumstances was expressly agreed ;
- b) Electronic payments for staff and pension contributions had to date been approved and authorised by Cllr Murphy and former Cllr Mrs J Finn. Members were keen to avoid any delay in salary payments and Cllr Murphy was requested to check with Mrs Finn if in the interim, she would continue to do this. If she would , any payments approved by Mrs Finn were agreed and authorised by the Council. **Action: Cllr Murphy**

84.5 Cllr Murphy noted that the P60's needed to be provided to staff by the month end; however the printer was defective. The Council had previously approved a new office PC and printer but this had yet to be obtained. A spend up to £1,000 for a new office PC and printer was **authorised** by the Council and Mr Carter be requested to help source.

Action: Locum Clerk.

19/85/PC Chicken Ranch Bar

85.1 In view of the confidential issues, this matter was agreed to be discussed in Part 2.

19/86/PC Any Other Business

86.1 *Agenda for Next Meeting* -The Chair requested details on material contracts.

Action: Locum Clerk.

86.2 *Voluntary Councillor Support* – Cllr Murphy noted a number of voluntary activities which she would not be able to do going forward; the Chair and the Locum Clerk to meet to consider.

Action: Cllr Mann/ Locum Clerk.

19/87/PC Next Meeting

The next Full Council Meeting to be following the Annual Parish Meeting at 7.00 pm on Wednesday 19th June 2019.

The meeting closed at 8.58pm.

Signed as a true record of the meeting

.....Chairman

Dated.....