

BRITWELL PARISH COUNCIL

MINUTES OF THE MEETING OF BRITWELL PARISH COUNCIL HELD ON WEDNESDAY 19th JUNE 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, P.Murphy and S Wright .

In Attendance : Mr. J. Holder (Locum Clerk) ;
Vinay Vyas, L.Gibbons (Summer Celebration item)

19/90/PC Apologies

There were none

19/91/PC Minutes of the meetings held on 15th May 2019

Cllr. Finn proposed, Cllr Anderson seconded and it was **agreed** that the minutes of the Annual Parish Meeting together with the parts 1 and 2 minutes of the Council meeting all held on 15th May were **approved** as an accurate record of the meetings and signed by the Chair.

19/92/PC Matters Arising (not covered elsewhere on the agenda)

92.1 *Field Hire (item 19/27.3.3)* - The Locum Clerk had been in contact with the East Berkshire League but there had been no progress. Cllr Wright said he would seek to arrange for the appropriate person to contact the Clerk. **Action: Cllr Wright/ Locum Clerk**

92.2 *Premises Repairs (item 19/52.1)* – The Locum Clerk was still seeking to progress this. **Action: Locum Clerk**

92.3 *(AGAR) 2018 -19 (item 19/81.4)* - The Locum Clerk had forwarded the Annual Return to the external auditors and published notice for the exercise of public rights.

92.4 *Building Works (item 83.4)* – The Locum Clerk to arrange a site assessment to be undertaken with a specification drawn up. **Action: Locum Clerk**

92.5 *Office Equipment (item 84.5)* – The Locum Clerk confirmed that Mr Carter had sourced a new office PC and printer within the agreed spend, and this would be installed later this week.

19/93/PC Summer Celebration: 22nd June 2019

93.1 It was agreed to bring forward from agenda item 8.2

93.2 Mr Vyas said that there were about 15 or 16 stalls and activities, including Radio Wexham and Berkshire Active. The Dog activity area had been marked out, Ms Gibbons noting that as well as the Display, there would also be participation from representatives of both the Battersea Dogs Home and Guide Dogs for the Blind. Promotion for the event included street signs, posters in local shops and tweeting.

93.3 Following discussion, it was **agreed** that :-

a) the Caribbean Food stall could take part provided that they produced a Catering Hygiene certificate and that their cars would not cross public areas during restricted times;

b) noting that for the Trick Dog display, DS Bates would receive £25 for the 2018 fee (which it had not received at the time) together with £25 for the 2019 fee.

93.4 On behalf the Council, Cllr Anderson expressed their thanks in advance to Mr Vyas and to Ms Gibbons for their organisation of the Summer Celebration at such short notice.

19/94/PC Neighbourhood Police

94.1 There was no report. Mr Vyas noted that a new police officer was due to be appointed on 1 July and it was understood she would take this area forward.

19/95/PC Updates from Outside Bodies

95.1 Cllr Murphy said that there had been 81 attending the Youth Club the previous evening which was a very high number for a Tuesday night.

19/96/PC Planning

96.1 *Kennedy House, Long Furlong Drive, Slough, SL2 2BF (Ref P/17286/001)* - Cllr Mann said that she would seek further details from SBC Cllr Carter. **Action: Cllr Mann**

(Mr Vyas and Ms Gibbons left the meeting)

19/97 /PC Post Community Governance Review Strategy

97.1 *Communication* - The Locum Clerk said that further to the last meeting, he had requested Mr Carter to draw up a specification for a new website, which the Clerk had circulated to the Council for consideration. Following discussion, the Council **approved** the specification, subject to deletion of section 7.2 on social media, as being more for a later stage. Suggested developers were requested from Council members and the Locum Clerk was requested to seek quotes from 3 or 4 local developers. **Action: ALL/ Locum Clerk**

97.2 Cllr Mann said that to promote it, there should be a written notice to residents to make them aware of the revamp. Cllr Wright suggested consideration should be given to seeking ideas from local residents through a "brain storming" session. Cllr Anderson said the website would need updating monthly and it might be necessary to pay someone for this service.

97.3. *Precept 2019 -20* – The Chair raised the question as to whether a request for the Precept be raised mid year. There was some discussion as to what steps should best be taken, noting the Council had raised the precept request in January; that no precept had been levied; and consequences of levying it now. More information was required and it was **agreed** that :-

a) The Locum Clerk should chase Mr Thobhani, the Service Lead Governance Officer at Slough BC, for a response to the Clerk's unanswered earlier letter on this;

b) The Locum Clerk should review the budget forecast, to take account of a mid year Precept;

c) this be reviewed further at the next meeting. **Action: Locum Clerk**

97.4 *Material Contracts* - The Locum Clerk said that further to the last meeting, he had circulated to members a list of material contracts, a number of which he highlighted:-

a) *the Bar* - the current 3 year lease would expire in December 2019;

b) *Parish Website* – whilst noting the earlier decision to commission a new website, he said there was still an ongoing invoice issue with the current provider; there might also be an issue in relation to ownership of the current domain name;

c) *Gas* – the Council's energy consultants, Telex UK, had contacted Total Gas & Power, current Gas suppliers, who had agreed to maintain the current tariff for a new 3, 4 or 5 year term. Members asked the Locum Clerk both to see if other suppliers could quote and also for the Clerk to contact Total Gas direct to see if this could be improved. **Action: Locum Clerk**

d) *Grounds Maintenance* – it was noted that this agreement had expired on 31 March but had been held over pending election. The Locum Clerk was requested to seek new tenders for this. **Action: Locum Clerk**

e) *Waste Disposal* – it was noted that Slough BC had its own in house refuse collection and the Locum Clerk was requested to seek a quote for weekly collection from it (contact Richard West) and compare with current Amey provision. **Action: Locum Clerk**

97.5. Cllr Murphy noted that Express Fire Protection checked the fire extinguishers for £35 +VAT pa; this to be also added to the list. **Action: Locum Clerk**

19/98/PC Community Centre and Sports Ground

98.1 *Hall & Grounds Hiring Rates for 2019 -20* – Further to the request at the last meeting, the Locum Clerk had circulated a paper on current rates and some benchmarking, which members discussed. Following consideration, it was **agreed** that with effect from 1st October 2019 :-

a) as a general policy, the rate for non residents should be the base line, with a differential for residents;

b) the hourly rate i) for non-residents would increase from £24 to £25 and ii) for residents would decrease from £18 to £15;

c) those organisations which currently were not charged, should continue on the same basis;

d) the Council would consider in respect of community & charitable organisations whether to allow without charge or at a discounted rate, on a case by case basis; including also any caretaker charge for opening/closing;

e) that both Slimming World and Glad Tidings should move to a hourly rate which was mid way between the resident and non resident (being £20 as mid way between £15 and £25), being a discount from the non resident fee as they are regular users. The increase from the current rates to be incremental, being £1 increase as from 1st October 2019, a £1 increase as from 1st April 2020 (by when Slimming World would be at £20 and Glad Tidings at £17) and thereafter for Glad Tidings by £1 increase per year annually from 1st April until they reached the said mid point;

f) that caretaker fees stay at £15 (being waived for bookings of 4 hours or more) and the deposit at £150;

g) that staff are entitled to one hire of the Hall each year without charge.

The Locum Clerk to make the necessary notifications.

Action: Locum Clerk

98.2 Following discussion, it was **agreed** that the annual Football season Grounds hire rate of £850 should remain unchanged for 2019 -20. In respect of the hire rate for the annual funfair, the Locum Clerk was asked to contact Kate Pratt at Slough BC to get a benchmark figure for this. **Action: Locum Clerk**

98.3 *August 18 -Charity Field Event* – Cllr Brooker said that this had moved from an original request for a Memorial Football event to a Funfair event; this would now not be proceeding. Cllr Mann said that going forward, it might be useful to have Event Guidelines and she would circulate a copy of those used by Slough BC. **Action: Cllr Mann**

98.4 *Hire Issues / Return of Deposit* – The Locum Clerk said that at the Hall hire event on 26 May, a 5 year old boy had apparently fallen and cut his chest on a metal object protruding from the ground. The circumstances were unclear as there was no adult with him at the time. This had been referred to insurers who would deal with the child's mother going forward. It was **agreed** that whilst this was under investigation, the deposit would be retained. The Locum Clerk was requested to send photos he had received from the mother of the protruding metal objects to Cllr Wright who would arrange to locate and remove. **Action: Locum Clerk/ Cllr Wright.**

19/99/PC Finance

99.1 *Income & Expenditure* - The income and expenditure and bank reconciliation for May 2019 were **approved**. Mr Holder highlighted several items in the Cashbook. He noted the several recent payments on account by the Bar tenants. The Council had also received £13,000 from Slough BC in part payment of legal costs incurred in the recent judicial review action; further costs to follow but the outstanding amount needed either to be agreed between the respective legal advisers or else determined by a judge.

99.2 In addition to bank payments and direct debits, it was **agreed** to approve the following payments (Cllrs Murphy and Wright declaring an interest in the respective payments to them) :-

- £516.49 to Hampshire Association of Local Councils for annual subscription for BALC;
- £970.80 (inc VAT) to Haymill Computers, being £910.80 for purchase and installation of new PC and printer and £60 for providing new website specification;
- £27.32 to reimburse Cllr Murphy for toilet products;
- £1,312.50 (inc VAT) to Manorcott Legal & Business Services for Locum Clerk's services;
- £31.08 to Jonathan Holder to reimburse for stationery;
- £2,160.00 to Sean Wright for ground maintenance services (in the period January – April);
- £245 to Lorraine Gibbons for dog prizes for the Summer Celebration;
- £50 to DS Bates (being £25 for each of 2018 and 2019 Summer Celebrations for Trick Dog display.

99.3 *Bank Signatories* –Cllr Murphy had provided bank online contact details for Cllrs Mann and Brooker to take forward to become signatories **Action: Cllrs Mann & Brooker**

99.4 In the meantime, the transitional arrangements agreed at the previous meeting were again **agreed**:-

- a) Cllr Murphy noting that she had not previously signed a cheque which Cllr Wright also signed and further, that neither of them had signed a cheque issued in their favour - 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. The Locum Clerk to confirm again 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: Locum Clerk**

99.5 *Summer Celebration* - It was **agreed** that payments for participants within the approved budget, upon submission of invoices, be approved for payment on the event day and be signed by Cllrs Murphy and Wright.

19/100/PC Chicken Ranch Bar

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

100.2 Cllr Wright said he had heard that there had been an incident involving a knife in the last fortnight but the Council had not been advised of this by the Tenants.

19/101/PC Any Other Business

101.1 *Agenda for Next Meeting* -There were no specific requests.

101.2 *Apologies for Next Meeting* – Cllrs Brooker and Mrs Brooker gave their apologies as they would be on holiday. **Action (to note): Locum Clerk.**

19/102/PC Next Meeting

The next Full Council Meeting to be at 7.00 pm on Wednesday 17th July 2019.

The meeting closed at 8.50pm.

Signed as a true record of the meeting

.....Chairman

Dated.....