



## **Colnbrook with Poyle Parish Council**

Email: [clerk@colnbrookwithpoyle-pc.gov.uk](mailto:clerk@colnbrookwithpoyle-pc.gov.uk)

Chair of the Council  
Andrea Escott- 07973 386678

Ref: NR/CPPC/FPM0521

To: Cllrs. Babuta, Bedi, Bennett, Escott, John, Kahlon, Oakley, Rana, Richardson, Small, Smith and Viridi

Dear Councillor,

You are hereby given notice of, and summoned to attend, a meeting of the Full Parish Council to be held **at Westfield Community Centre on Wednesday 22<sup>nd</sup> September 2021 commencing at 7.30 pm**, when it is proposed to transact the business specified in the following Agenda.

Yours sincerely,  
Joanna Cadman  
Locum Clerk  
Colnbrook with Poyle Parish Council

### **Agenda**

- 1. Chair's Welcome**
- 2. Receive and Approve Apologies for Absence**
- 3. Declaration of Interests**
- 4. Public Session: Limited to 15 minutes**
- 5. Minutes:** - To approve as a correct record the following minutes: **Annex 1**  
Parish Council meeting held on Tuesday 22<sup>nd</sup> June  
Extraordinary Parish Council meeting held on Tuesday 29<sup>th</sup> June  
Parish Council meeting held on Tuesday 20<sup>th</sup> July 2021.

#### **Matters Arising from the above minutes**

- 6. Appointment of Locum Clerk and RFO and Locum Deputy Clerk**  
The Parish Council ratifies the engagement of two officers, Joanna Cadman and Richard Endacott, in the role of Locum Clerk & RFO, and Locum Deputy Clerk, as communicated to members in information sent on 19/08/21 and 06/09/21, to support the Parish Council, working 10 hours and 5 hours respectively.  
Proposed by: Andrea Escott  
Seconded by: Sean Oakley / Dexter Smith

## **7. New Permanent Clerk**

The Parish Council resolves as follows:

to delegate authority to the Locum Clerk and Locum Deputy Clerk to advertise and shortlist a permanent Clerk for the Parish Council, to be employed for 15 – 20 hours each week. Funding of no more than £500 shall be made available initially, to achieve a recommendation to the Parish Council for appointment.

Proposed by: Andrea Escott

Seconded by: Chrissy Small

## **8. Accounting Package**

The Parish Council resolves that our RFO should source and cost a financial system for the Parish Council, to move away from the use of excel documents and to facilitate improved efficiency of calculating and reviewing the Parish Council's budgets, accounts and financial position. The proposition will be presented to the Finance Committee in October for agreement before being recommended by the F&P committee to the Full Parish Council in order to be in place for end of October 2021 payments.

Proposed by: Chrissy Small / Andrea Escott

Seconded by: Arnold Gifford

## **9. Motion for improved banking services:**

In view of the fact that there have been numerous difficulties with our current banking provider, the Parish Council resolves that our RFO should explore the use of a different banking provider to present to the Parish Council in October's meeting, which could include an ability for the PC to invest its capital reserves in the short term, as advised by our internal auditor

Proposed by: Andrea Escott

Seconded by: Sean Oakley / Chrissy Small

## **10. Motion to adopt NALC's model Standing Orders as amended: *Annex 2***

The Parish Council currently operates Standing Orders that have not been updated since its inception in 1995. As a result, the current Standing Orders place limitations on the PC which impact our ability to operate both efficiently and in line with current legislation.

This Parish Council therefore, resolves to adopt the model Standing Orders as recommended by NALC and as amended and presented to the Finance and policy committee on 14<sup>th</sup>

September 2021 and sent to Parish Councillors for consideration on 15<sup>th</sup> September 2021.

Proposed by: Andrea Escott

Seconded by: Chrissy Small

## **11. Motion to adopt NALC's model Financial Regulations as amended: *Annex 3***

The Parish Council's constitution has not been updated since 1995, and there are no financial regulations available on our website. As a result, the Parish Council resolves to adopt NALC's model financial regulations, as amended, and sent to Parish Councillors on 15<sup>th</sup> September 2021.

Proposed by: Andrea Escott

Seconded by: Chrissy Small

**12. Planning:** - To consider any new planning applications relating to the Parish of Colnbrook with Poyle.

**P/06910/003: 8a Cherwell Close, Slough SL3 8XB:** *construction of a 1no 3 bedroom dwelling at the rear of 8a Cherwell Close.*

### **13. Purchase of Trees and VE/VJ Day memorial – Cllr Oakley**

The Parish Council resolves to purchase two Hornbeam trees at cost of £158 + vat each, delivery at 95 + vat and to explore the cost of tree guards.

### **14. Halloween**

Following the success of our Family Funday, and in view of the fact that there is c£3,000 remaining of the budget, the Parish Council resolves to use part of the remaining budget to facilitate a Halloween disco / party to be organised for the end of October. This will include activities for children, entertainment and refreshments. The event will be ticketed in order to organise and plan, but will be free of charge to residents.

Proposed by Cllr Escott  
Seconded by Cllr Oakley

### **15. Strong, Healthy and Attractive Neighbourhoods – Rebecca Curley**

### **16. Finance & Policy Committee**

- Update from Chair of Finance
- To ratify latest payment sheets 4 and 5 **Annex 4**
- To approve payment of invoice from Agricultural and Estate services **Annex 5**

### **17. Services Committee**

- Update from Chair of Services

### **18. Areas of Responsibilities**

To receive an update, if applicable: -

- a. Colnbrook Village Hall Trust – Cllr Bedi
- b. Berkshire Association of Local Councils/ HALC – Cllr Escott/Cllr Richardson
- c. Local Focus Forum: - Cllr Bennett/Cllr Bedi/Cllr Richardson
- d. SBC Audit & Corporate Governance Committee – Cllr Escott and Cllr Rana
- e. Colnbrook Residents Association – Cllr Babuta
- f. Neighbourhood Action Group – Cllr Richardson and Cllr Escott
- g. Flood Action Group – Cllr Bedi
- h. Westfield Residents Association – Cllr Kahlon/Cllr Bennett/Cllr Virdi
- i. Museum Sub-Committee – Cllr Rana
- j. Conservation Area Sub-Committee – Cllr Babuta/Cllr Bennett/Cllr Bedi

### **19. Chairman's Questions and Correspondence**

**20. Date of next meeting:** Tuesday 19<sup>th</sup> October, 7.30pm