



COLNBROOK WITH POYLE PARISH COUNCIL
Parish Council Finance & Policy Committee Meeting Minutes

Minutes of the meeting of the Parish Council Finance & Policy Committee held virtually via ZOOM on Tuesday 13th October 2020 at 8.37pm

Members Present: Councillors (Cllr) Escott (In the Chair), John, Kahlon, Small and Smith
 Officer Present: J.Freeland
 Members of the Public: 0

REF:		ACTION POINTS
FP/20/23	Welcome The Chair welcomed all in attendance and reminded members that the meeting would be recorded for minuting purposes.	
FP/20/24	Apologies for Absence Apologies received from Cllr Richardson.	
FP/20/25	Declaration of Interest None.	
FP/20/26	Minutes of the meeting held on 15th September 2020: a) Resolved – That the minutes of the meeting held on 15 th September 2020 were approved as a true record and would be signed by the Chair. b) Matters Arising – None.	
FP/20/27	Payment List: It was noted that the work associated with invoices on the list for the Christmas lights and Milestone project had already been agreed at Full Council. Therefore, Payment list 8, from 3 rd -13 th October 2020, in the sum of £6,371.42 for 2 payments was approved.	
FP/20/28	Clerk Recruitment Update The Chair advised that the advert had gone out and there were advertising costs for NALC and SLCC which had been agreed with the Management committee. It was noted that the closing date is the 17.10.20. Once all applications were received the working group would get together to carry out the assessments. Following discussions and questions it noted that it had been advertised on the PC website and various other sites and if members so wished they could share it with their contacts on other platforms.	
FP/20/29	Community Enforcement Officer/CCTV Formal Costs The Chair reminded members of the agreement of the motions for the above and noted that the costs had been agreed but confirmed that the monthly cost of the Community Enforcement Officer for 3 days per week would be £1,275.02 + VAT.	

	<p>Comments were made regarding the C.E.O only covering the Poyle Industrial Estate and that residential areas of Colnbrook also needed to be covered and tickets issued where appropriate. The Chair commented that if the PC were paying for the C.E.O. there should be more say as to where he covers.</p> <p>Cllr Smith commented on illegal parking/unofficial car parks which should be taken back to SBC.</p> <p>Cllr Kahlon asked a question regarding the current parking enforcement services that SBC provide within Colnbrook and Poyle and what the C.E.O. will do within the area. Cllr Escott will ask SBC for clarification on this.</p>	Cllr Escott
FP/20/30	<p>To review costs arising from the Services Committee Meeting The Services Committee had discussed the following:</p> <p><u>Notice Board Refurbishment</u> – Quotations had been received and reviewed and it was proposed, seconded and agreed to consider the reviews of 2 of the contractors and to place an order of up to no more than £906.00. Finance & Policy Committee Agreed.</p> <p><u>Christmas Trees</u> – A quotation had been received in the sum of £835.00 for 5 trees incl. delivery and VAT and it was proposed, seconded and agreed to place an order for this. Finance & Policy Committee Agreed.</p> <p><u>Boxes for Christmas Trees</u> – A quotation had been received in the sum of £560.92 nett, for 2 galvanised boxes for the trees. It was proposed, seconded and agreed. A question was raised regarding the need for power cables within the boxes. Finance & Policy agreed this based on including the power cables.</p> <p><u>Flag Pole</u> – A quotation had been received for several options for a new flag pole, the Services Committee had proposed, seconded and agreed the specification for a 6m glass fibre pole at a cost of £305.95, plus installation £360.00 and delivery. Confirmation was awaited regarding the reduction the survey cost. Finance & Policy Committee Agreed.</p>	
FP/20/31	<p>Removal of Bunting Update It had previously been advised that complaints had been received regarding the condition of the bunting in the Village, the Chair advised that the Christmas light contractor had agreed to remove this free of charge and this would be carried out shortly.</p>	
FP/20/32	<p>Purchase Order System The Chair advised that a purchase order system would be put in place, any works/orders raised with suppliers would need a purchase order and this should match up when the invoice is received. Agreed. The Chair suggested that this information be put on the website.</p>	
FP/20/33	<p>Update on Pippins Funding The Chair advised members that the first organisation that had been contacted to help with the funding was unable to assist, she had 3 other options and she would pursue these.</p>	Cllr Escott

FP/20/34	Update on Ostrich Donation As at advised at Full Parish she had been through the ledgers and could not find reference to this donation, she would take the ledgers back to J. Freeland where Mr Hood could review them.	
FP/20/35	Questions & Correspondence to the Chair: None received.	
	The next meeting date of the Finance & Policy Committee will be held on 10 th November 2020.	

The meeting closed at 9.15pm.

Signed----- Chair Date:

Signed----- Clerk Date:

Signed----- Witness Date: