



# Colnbrook with Poyle Parish Council Services Committee

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## Minutes

Minutes of meeting for the Parish Services Committee held at Colnbrook Village Hall on Tuesday 22<sup>nd</sup> October 2024 at 6:30pm.

Minutes for the meeting of the Parish Committee members Present: Councillors Buchanan (Chairman), Whitrod (Vice Chairman), Bartlett, Evans (arrived 18.36), Gipps, Rana (arrived 18.38), Raju and Julie Flenley (Locum Clerk).

Members of the Public: 0

### **1. Representations from members of the public**

None present, Locum Clerk noted for the record.

### **2. To receive apologies for absence**

Apologies received from Cllr Bedi. No apologies were received from Cllr Alfred. Locum Clerk noted for the record.

### **3. To approve and sign the minutes of the Services Committee meeting of 24<sup>th</sup> September 2024.**

Councillors noted the contents. Proposed by Cllr Buchanan, seconded by Cllr Raju. Agreed unanimously. Locum Clerk to retain for the record.

#### **a) Matters arising**

Cllr Buchanan noted that the parish Christmas trees had been acquired on a one-year contract, with the invoice to be received by the parish council. Presently 5 trees were being provided but it was suggested that 4 trees would be purchased in 2025 as 5 was too many. Locum Clerk to research suppliers closer to the time.

Cllr Whitrod noted that the village newsletter was due to be produced and distributed in time for Christmas. Final quotes had been received for printing and artwork which were costly. It was agreed that the council would produce less newsletters this year to cut costs (1,000 in total). Bundles of newsletters would be distributed to local service providers where residents could take one, and the most vulnerable residents would have the newsletter delivered by councillors. The Locum Clerk was to arrange to post an electronic version online to allow a greater parish coverage and to look at costs of printing and artwork from alternative suppliers to achieve cost efficiency. Locum Clerk to liaise with Cllr Bedi and Whitrod on the Winter edition and report back at a future meeting.

### **4. To receive an update on the Recreation Ground**

Cllr Whitrod noted that the zip wire in the playpark was to be repaired; replacement parts were ordered on 21<sup>st</sup> October. Decking wood would also require anti-slip strips installed. Cllr Whitrod to update the council going forward.

### **5. Meeting times and dates for agreement for the remainder of the parish council year**

Councillors noted the circulation of meeting dates for Full Council, the Finance and Policy Committee and the Services Committee for the remainder of the council year. Cllr Buchanan proposed the Services Committee adjust their meeting start time to 7pm and the Finance Committee agree to start their meeting at 8pm to allow councillors to arrive in good time from work. Seconded by Cllr Evans. Agreed unanimously. Locum Clerk to note and add schedule to website.

**6. Any other business and Chairs correspondence.**

None received which required actioning. Locum Clerk noted for the record.

**7. Date of next meeting**

- 26<sup>th</sup> November 2024

**Meeting closed at 19.05pm**