



Colnbrook with Poyle Parish Council

Parish Office
Colnbrook Village Hall
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Colnbrook
Slough
SL3 0RF

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Minutes

Minutes of meeting for the Extraordinary Meeting Full Council meeting held at Colnbrook Village Hall on Wednesday 6th Augus 2025 at 7pm.

Present: Cllrs Brenner (Vice Chairman), Bartlett, Buchanan, Gipps, Raju, Rana, Smith, Whitrod and Julie Flenley (Locum Clerk) vis Zoom link.

Members of the Public Present: 0.

1. Representations from members of the public

None present.

2. Apologies: To receive and approve apologies for absence

None received from Cllrs Evans and Bedi. Locum Clerk noted for the record.

3. Declarations of Interest

None received. Locum Clerk noted for the record.

4. To resolve to move funds from the Co-Operative Bank to Unity Trust Bank

Cllr Brenner noted that a letter had been written to the Co-Operative Bank requesting that funds be moved into the Unity Trust Bank account which needed to be signed by councillors.

Cllr Bartlett proposed that the all funds be moved from the Co-Operative Bank, but leaving the following funds in each of the Co-Operative Bank accounts until the fraud file had been resolved (to be moved following the initial transfer as specified in the letter):

- £1,500 to remain in the 00 account to cover the biannual fees which were charged by the Co-Op
- £100 to remain in the 50 account
- £100 to remain in the 56 account

Cllr Buchanan seconded Cllr Bartlett's proposal. Agreed unanimously, motion carried. Cllrs Brenner, Smith and Bedi to liaise on writing cheques to move funds to UTB, and the Locum Clerk to liaise with UTB on banking the cheques to allow the council to move to BACS payments with treble authorisation at UTB. Updates on progress to follow at the next council meeting.

5. To approve payments made since the previous meeting

Payee	Description	Invoice no.	Method of Payment	Gross Invoice Amount (£)
Paid – expenditure previously approved at Council meeting/regular payments				
Colnbrook Village Hall	Hall rental June 2025	Inv. SI-1294	CHQ	120.00
Julie Flenley	Locum Fees – June 2025	Inv. 024	BACS	2,609.82
For Approval				
Colnbrook Village Hall	Hall Hire – July Bookings	Inv. SI-1314	BACS	120.00

Julie Flenley	Locum Fees – July 2025	Inv. 026	BACS	2,808.61
Countrywide Grounds Maintenance	Parish Maintenance – July 2025	Inv. 643332	BACS	831.49
Alastair Buchanan	Refund Expenses – Paper	Receipt	BACS	14.00
Michael Whitrod	Refund Expenses – Crocodile Clips	Receipt	BACS	15.00
Vicki Brenner	Refund Expenses – Postage	Receipt	BACS	15.60
K & S Signs	Fun Day Signs and Printing	Inv. 69579	BACS	265.20
Dan Jones	Fun Day DJ Set	Inv. 360829	BACS	300.00
A 2 Z Property Maintenance	Recreation Grounds maintenance - Bins	Inv.001	BACS	450.00
Michael Whitrod	Refund Expenses – Party Bags (Fun Day)	Receipt	BACS	85.79

Cllr Evans proposed that the council approved the payments list. Seconded by Cllr Bartlett, councillors unanimously agreed to pay the above invoices. Cllr Brenner to raise cheques, Cllrs Smith and Bedi to sign cheques until the UTB account was in appropriate funds.

6. Date of next meeting

- 10th September 2025 at 7pm (Full Council)
- 23rd September 2025 at 7pm (Services Committee)
- 23rd September 2025 at 7.50pm (Finance and Policy Committee)

Meeting closed at 19.35.