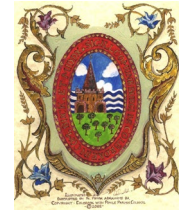


# COLNBROOK with POYLE PARISH COUNCIL



Minutes of the **ANNUAL STATUTORY MEETING** of the Parish Council held at the Village Hall, Colnbrook on Tuesday 14<sup>th</sup> May 2019 commencing at 7:38pm.

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**MEMBERS PRESENT:** Cllrs Babuta, Bedi, Bennett, Escott, John, Kahlon, Oakley, Rana, Richardson, Small, Smith

Officer Present: Mr Steven Gillingwater –Locum Clerk and Responsible Finance Officer

Members of the Public: 12

| <b>Minutes Reference and Agenda Item</b>   | <b>Minute</b>   |
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| <b>AS/19/01</b><br>Apologies for Absence   | Mr Jagjit Viridi  |
| <b>AS/19/02</b><br>Declaration of Interests by Members   | Cllr Dexter Smith declared he was a Slough Borough Councillor for Colnbrook with Poyle.   |
| <b>AS/19/03</b><br>Record the Approval of Minutes of the Annual Statutory Meeting Held on 29/05/2019 | It was noted that the Minutes for the Annual Statutory Meeting held on 29 <sup>th</sup> May 2018 was approved of the meeting on 5 <sup>th</sup> of June 2018.<br><b>All Agreed</b>  |
| <b>AS/19/04</b><br>Election of Chair and Acceptance of Office  | The Clerk asked for nominations for the position of Chair for the forthcoming year.<br>Cllr Babuta was proposed by Cllr Escott and Seconded by Cllr Rana<br>Cllr Bedi was proposed by Cllr John and Seconded by Cllr Smith<br><br>Following a vote, in which Cllr Babuta got 7 votes and Cllr Bedi got 4 votes. Cllr Babuta duly elected and accepted the position of Chair and signed the acceptance of office for 2019/2020.  |
| <b>AS/19/05</b><br>Election of Vice Chair and Acceptance of Office                                   | The Clerk asked for nominations for the position of Vice Chair for the forthcoming year.<br>Cllr Escott was proposed by Cllr Babuta and Seconded by Cllr Oakley<br>Cllr Bedi was proposed by Cllr John and Seconded by Cllr Smith<br><br>Following a vote, in which Cllr Escott got 7 votes and Cllr Bedi got 4 votes. Cllr Escott duly elected and accepted the position of Vice Chairman.<br><br>Cllr Babuta wishes to work together in the best interests of the Residents. Cllr Babuta also would like to thank the outgoing Chair, Cllr Bedi for her role. |

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|  | Cllr Escott hopes that we work well together and she will do all she can for the residents moving forward.   |
| <b>AS/19/06</b><br>Approve the Code of Conduct/ Standing Orders and Financial Regulations/ Risk Assessment Documents | Cllrs Escott and Small raised concerns about not seeing the Code of Conduct/ Standing Orders and Financial Regulations/ Risk Assessment Documents prior to the meeting and that they have not read through. Clarification was sought in which Cllr Smith and a Resident stated that we need to progress but can only progress by agreeing to these documents. The Clerk clarified that this is the situation that the meeting cannot continue until these are approved. As a temporary solution to this issue, is that the Council could agree to these documents at sight and further reading can be done at a later point. This was proposed by Cllr Small and Seconded by Cllr Escott.<br>Code of Conduct agreed in sight - <b>All in Favour As Seen</b><br>Standing Orders – <b>All in Favour As Seen</b><br>Financial Regulations – <b>All in Favour As Seen</b><br>Risk Assessment – <b>All in Favour As Seen</b>  |
| <b>AS/19/07</b><br>Chairman's Allowance  | It was agreed that the Chairman's Allowance will stay at £1,500 but it is to be reviewed at the next Finance and Policy meeting. <b>All in Favour</b>  |
| <b>AS/19/08</b><br>To Appoint Members to Serve on the Standing Committee   | A) Services Committee – It was agreed that the following 6 Councillors will serve on the Services Committee. Cllrs Bedi, Viridi, Bennett, Oakley, Rana and Richardson<br>B) Finance and Policy Committee – It was agreed that the following 6 Councillors will serve on the Finance and Policy Committee. Cllrs Babuta, Escott, John, Kahlon, Small and Smith  |
| <b>AS/19/09</b><br>To Appoint Representatives on Outside Bodies  | A) Colnbrook Village Hall Trust - Cllr Bedi<br>B) Colnbrook Community Partnership – Cllr Oakley – It was agreed that if Cllr Oakley (will clarify with his employer) could not attend the meetings then Cllr Smith would be the representative for the Parish Council<br>C) Berkshire Association of Local Councillors – Cllrs Babuta and Escott<br>D) L.A.A.N.C. – Cllr Smith<br>E) Local Focus Forum – Cllrs Bennett and Bedi<br>F) Parish Forum – Cllrs Babuta and Escott<br>G) Slough Borough Council Audit and Corporate Governance Committee – Cllr Escott<br>H) Local Access Forum – Cllr Richardson<br>I) Colnbrook Residents Association – Cllr Babuta<br>J) Neighbourhood Action Group – Cllr Richardson<br>K) Flood Action Group – Cllr Bennett<br>L) Richard Goads Charity – Cllrs John and Bedi<br>M) Working Party towards a Colnbrook with Poyle Museum Trust – Cllrs Babuta and Smith and the Locum Clerk<br>N) Addition added to the Agenda in Westfield Residents Association- Cllr Kahlon |
| <b>AS/19/10</b><br>To Appoint Signatories to the Bank Account  | The Locum Clerk declared that the following signatories are Cllrs Bedi and Smith. Mr Buchanan, Mr Kinane and Mr Jackson. The Assistant Finance Clerk also is a signatory.<br>It was proposed by Cllr Babuta and seconded by Cllr Escott, to keep Cllrs Bedi and Smith but add Cllrs Babuta, Escott and Small as signatories and remove Mr Buchanan, Mr Kinane and Mr Jackson. <b>All Agreed</b>  |

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| <p><b>AS/19/11</b><br/>To Fix Dates and Times of Meetings for the Forthcoming Year 2019-2020</p> | <p>The Clerk explained that due to booking issues at Westfield Hall, if we wish to book Westfield than we would have to change the day for the Parish meetings to fit in at Westfield Hall. It was debated whether to change the day for the meeting from a Tuesday to Monday or Thursday. This was rejected by the Council.<br/>It was resolved that Full Council meetings would continue on the First Tuesday of each month apart from July to have where the Full Parish Council Meeting will take place at Westfield Hall on a Monday the 1<sup>st</sup> July. Proposed by Cllr Small and Seconded by Cllr Escott. <b>All in Favour</b></p> |
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Meeting Closed at 8:50pm.

Signed: ..... (Chair) Date: .....

Signed: ..... (Clerk) Date: .....

Signed: ..... (Witness) Date: .....