



## Colnbrook with Poyle Parish Council

### Minutes of a meeting of the ANNUAL GENERAL MEETING 28<sup>th</sup> May 2024 Meeting Commenced at 7.00pm

1. **Members Present:** Councillors (Cllr) Rana (in the Chair), Bedi, Brenner, Buchanan, Evans, Smith, Whitrod, Raju, Alfred, Gipps, Bartlett, John

**Officer Present** – none, Cllr Brenner was appointed to take the minutes of the AGM

Members of the Public: 1

2. **Welcome** – Cllr Rana thanked everyone for attending.
3. **Apologies for absence:** None
4. **MINUTES: To approve the minutes of the Parish Council meeting held Tuesday 6<sup>th</sup> June 2023**  
It was proposed by Cllr Rana and seconded by Cllr Bedi and...  
**RESOLVED** that the minutes of the meeting held on 6<sup>th</sup> June 2023 be approved as a true record.
5. **Awards and nominations 2023/24**  
Cllr Rana wished to take the opportunity to reward fellow Cllrs and Residents who have contributed so much to the community of the past year.

Cllr Rana proposed Cllr Smith who has been serving the community + 20yrs at many levels and all present shared their appreciation for all he has done. Cllr Rana awarded him an inscribed glass plaque from the Parish Council.

Cllr Bedi also added her thanks for all Cllr Smith has achieved and contributed to the community.

Cllr Smith responded with his sincere thanks and advised that he could not have achieved what he has done without the help of the community.

Cllr Rana then thanked Cllr Bedi for her role as a true community champion – Mum, Borough Cllr, Parish Cllr, NAG, Flood Action Group Chair and in recognition of all Cllr Bedi had done in the community, Cllr Rana presented her with an inscribed glass plaque from the Parish Council.

Cllr Rana then thanked the Peter Hood, who he advised has served the community for so many years, was a huge inspiration of many projects and events in and around the village. Peter Hood thanked him accordingly. Cllr Rana presented her with an inscribed glass plaque from the Parish Council.

Cllr Rana proposed that Cllr Bedi be nominated as the Freeman of the Village, he thanked her on behalf of all present the wider community for her long -standing commitment and involvement on so many levels.

Cllr Rana proposed, and Cllr Buchanan seconded the nomination, and all present concurred and thanked her for all she had contributed to the community. Cllr Bedi was duly appointed a Freeman of Colnbrook.

Cllr Smith also stated on behalf of all present that she is a steadfast member of the community, and that the appointment of Freeman of the Village was well deserved.

Cllr Bedi sincerely thanked all present and stated how much she cared for and loved the village, being involved and contributing to the many aspects she remains involved in.

**Point of Order:** Cllr John who joined the meeting at 1920hrs raised the question if it was legal for the AGM to proceed as the Agenda had not been signed by a clerk/Presiding officer. Cllrs present assured her that as long as the Agenda had been displayed a full 3 days prior by the Chair and that a Cllr had been appointed to take the Minutes that it was legal and acceptable.

Cllr John advised that she would take the matter to the Monitoring Officer at SBC and report back at next full Parish Council Meeting accordingly.

**6. Election of Chairman and acceptance of office 2024-25**

The Chair asked for nominations for the position of Chair for the forthcoming year.

Cllr Evans was nominated by Cllr Buchanan and seconded by Cllr Smith. There were no other nominations. Cllr Evans was elected as Chairman and duly accepted the office.

**7. New Chair's Welcome**

Cllr Evans thanked all Cllrs and advised that she looked forward a positive year ahead.

**8. Election of Vice Chairman and acceptance of office 2024-25**

The Chair asked for nominations for the position of Vice Chair for the forthcoming year. Cllr Brenner was nominated by Cllr Smith and seconded by Cllr Whitrod.

There were no other nominations. Cllr Brenner was elected as Vice Chair and duly accepted the office.

**9. Public Session: Neighbourhood Policing update.**

-Resident present advised that much information and assistance could be found and would be useful for all Parish Cllrs by registering with HALC/NALC for advice.

- Resident questioned ref enquiry into former Parish Councils financial standing. Cllr Smith advised that the matter was now a police inquiry and person in question has been cautioned while under investigation.

- Cllr Bedi stated that the current Cllrs round the table are all committed, but that there have been challenges, re the lack of a clerk and inheriting a financial situation that remained under scrutiny.

Resident requested that Parish Council needed to request and invite TVP, L&Q, SBC to forthcoming.

**RESOLVED that Chair would contact and request accordingly.**

**Point of Order:** Cllr Bedi wanted to thank the outgoing Chair, Cllr Rana, for all he had done over the past year.

**10. Statutory Documents To consider and approve the following statutory documents: i. **Standing orders****

It was proposed by Cllr Bedi, seconded by Cllr Smith and **RESOLVED** that the same principles as the previous year be adopted and accepted for the forthcoming year.

**ALL IN FAVOUR**

**ii. **Financial regulations.****

It was proposed by Cllr Bartlett, seconded by Cllr Brenner and **RESOLVED** that the same principles as the previous year be adopted and accepted for the forthcoming year.

**ALL AGREED**

**iii. **Code of Conduct.****

It was proposed by Cllr Bedi, seconded by Cllr Evans and **RESOLVED** that the same principles as the previous year be adopted and accepted for the forthcoming year.

**ALL AGREED.**

**10. Chairmans allowance**

It was proposed by Cllr Smith, seconded by Cllr Bartlett and **RESOLVED** and unanimously agreed that this remains at £1,500.00 for 2024-25.

**11. To agree on the process and timetable for the appointment of a Clerk and RFO.**

Cllr Bedi advised that she has been in contact with a lady from Langley who expressed an interest in the position, and she will submit her CV to the Chairman.

**12. To appoint an Internal Auditor for 2023/24**

It was proposed by Cllr Bedi, seconded by Cllr Smith and **RESOLVED** that the same Internal Auditor as the previous year be appointed for the forthcoming year.

**ALL AGREED.**

**13. Appointment of Members to the Committees:**

**a) Services Committee:** Cllr Bedi, Rana, Whitrod, Evan, Raju, Buchanan, Alfred  
Cllr Buchanan was proposed to be Chair by Cllr Rana/seconded by Cllr Bedi  
Cllr Whitrod was proposed to be Vice Chair of the Committee by Cllr Rana/ seconded by Cllr Buchanan

**b) Finance and Policy Committee:** Cllr Smith, Bartlett, John, Brenner, Gipps

Cllr Bartlett was proposed to be Chair by Cllr Gipps /seconded by Cllr Brenner  
Cllr Gipps was proposed to be Vice Chair of the Committee by Cllr Brenner/ seconded by  
Cllr Smith

**14. To appoint Representatives on the under mentioned Bodies:**

- a. Colnbrook Village Hall Trust - Cllr Brenner
- b. Berkshire Association of Local Councils/ HALC - Cllr Evans
- c. Local Community Forum LHR – Cllr Bedi and Cllr Buchanan, Cllr Rana
- d. SBC Audit & Corporate Governance Committee – Cllr John
- e. Colnbrook Residents Association - Cllr Alfred
- f. Neighbourhood Action Group - Cllr Bartlett and Cllr Alfred
- g. Flood Action Group – Cllr Bartlett
- h. Westfield Residents Association - Cllr Gipps
- i. Conservation Area Sub-Committee – Cllr Raju, Cllr Buchanan, Cllr Brenner

**17. Chairman's Questions and Correspondence**

- None

**18. To schedule dates and times of meetings for the year 2024/25**

- It was noted that the SBC website needs to be updated with the records of times of PC meetings and also to remove details of the clerk.

**RESOLVED: that Cllr Bedi would contact SBC accordingly**

**Also it was agreed and**

**RESOLVED** that Services Meetings to start at 0630pm and Finance & Policy Meetings to start at 7:30pm on the third Tuesday of each month from June 2024

**And it was agreed and**

**RESOLVED** that Full Parish meetings to start at 7pm on the second Tuesday of each month from June 2024 and allow Public session 30 minutes

**It was also RESOLVED** that in the absence of a clerk, Cllr Bartlett would upload Agendas and Minutes of Meetings onto the Parish Council Website.

**Meeting concluded 8.00pm**