



## **Minutes of the Meeting of the Council held on 20th May 2019**

**Present** Jim Gillett (Chair), Paul Mundy, Greg Elphick, Adrian Keward, Jane Hartley, Claire Andersen and Pat Sutliff

**Apologies for Absence** James Bell, Daljit Ryatt and Jackie Jeffery (who resigned from the Council at this point) *Clerk's note: Cllrs Bell and Elphick also resigned after this meeting*

### **Absent**

**7249/19 Open Forum** – There were no residents present

**7250/19 Declarations of Interest** – There were no declarations of interest

**7251/19 Minutes of the Meeting held on 15th April 2019** – These minutes were approved by Council.

### **FINANCE**

**7252/19 Finance Reports** – Because there was a new Chair of Finance, and in the absence of Cllr. Bell who was the previous Chair, there was a brief run-through of the accounts, but as it was the first month of the year, there were no clear trends to report.

**7253/19 Authorisation of Payments** – It was resolved that the Council should approve all the following outstanding payments, which was done unanimously:

£206.28 to Grundon Waste Management Ltd  
£1339.75 to Berkshire Pension Fund  
£33.62 to British Gas Services Ltd  
£116.97 to Cathedral Leasing Ltd  
£184.30 to the Assistant Clerk  
£9.38 to Bowak Ltd  
£1441.38 to Everflow  
£67.65 to the Clerk  
£36 to SLCC  
£962.59 to Sunshine Commercial Services Ltd  
£1044.72 to NIC Services Group Ltd  
£1869.33 to Came and Company  
£272.47 to Dual Energy  
£32 to CCB  
£8.46 to CNG Ltd  
£1169 to Herald Graphics Ltd  
£24 to Taurus Elite Security  
£50.36 to Mike Weldon  
£246.60 to Playsafety Ltd  
£2270 in payroll

**7254/19 To review and check Bank Statements against Reconciliations** – The new Chair of Finance will do this before the next meeting

- 7255/19 To approve and sign the Governance Statements on the Annual Return** – The Council considered all the statements in the light of the review of the documents at the Annual Meeting of the Council, and resolved to approve them all, which was passed unanimously.
- 7256/19 To approve and sign the Accounting Statements on the Annual Return** – After looking at the balance sheet and bank reconciliation, it was resolved to approve the stated figures on the Annual Return which was passed unanimously.
- 7257/19 To note and approve the changes to the asset register for April 2019** – The changes were noted, and it was resolved to approve them which was passed unanimously.
- 7258/19 To approve and sign a letter to Barclays Bank updating the Standing Order to amend a pay miscalculation** – This was approved, and the letter signed
- 7259/19 To consider whether Council wishes to renew its membership of BALC, and if so, to approve payment** – The issue was discussed at some length, as the service has been poor, and it was decided to defer until after the clerk had met with fellow clerks to see what they were recommending to their councils.
- 7260/19 To consider covering small users on the Council's Public Liability Insurance** – While the Council would encourage its regular users to take out their own Public Liability insurance, it has become clear that some of the very small groups do not have this. For them to be covered on the Council's insurance, the Council needs to minute who they are covering and that they are happy the group is purely for the community and is not profit-making. The assistant clerk will provide a list of those that need this cover, and the booking form will be amended for groups to state whether they need this cover or not.
- Reports**
- 7261/19 Amenities Committee** – The minutes of a meeting on 29th April were noted.  
**To decide whether evening parties should continue at the hall, and if so, to review the procedures and requirements-** After some discussion, it was decided that the assistant clerk should see if there is a cleaning company that would come out at short notice in the event of a mess being left after a party. It was also decided that the time for music to be turned off should be brought forward to 10.30 with parties ending at 11pm. The damage deposit should be raised to £750 unless the hirer has a good track record. All of this was subject to agreement with the assistant clerk who would have to administer it. The Council is conscious that evening parties put a burden on the assistant clerk and would like this to be a standing item on the Amenities agenda.
- 7262/19 Planning, Environment and Highways Committee** – The minutes of the meeting on 13th May were noted. The visit from Thames Water was noted regarding the progress of the Waingels Road sewer, and the road closure at the end of May has been advertised widely to minimise inconvenience. It was agreed that Councillors would walk the footpaths of Charvil on 22nd July. It was reported that a representative of the charity Scope had approached the Parish Council to see if there were anywhere to site a textile bin. Council felt that there were enough other ways of recycling textiles within the area, so this was not needed. The Chair of the Committee ran through the objectives sheet she had developed to keep the wider Council abreast of its progress.
- 7263/19 Report from the Borough Councillor** – There was no report as the Borough Councillor had to attend a meeting in Wokingham.
- Items for Consideration**
- 7264/19 To consider any matters arising from the Annual Parish Meeting** – Issues that came up at the meeting include a request for a bridge to link Charvil to Twyford, as there used to be one; could agendas be placed on Facebook to keep residents informed; could paths be upgraded for all users; better lighting at the Village Hall; cutting grass behind the hall more often; preventing parking on pavements and village gate signs on the entrances to Charvil.
- 7265/19 To consider any actions for the fete** – Councillors are to man the bar – they will need at least two people on duty at once, so will have slots of an hour. There will also be a Parish Council table where residents can ask questions and also to announce the winner of the Dog Clean up poster competition.

**7266/19** **To consider whether to embark on Councillor training just for Charvil or to use HALC or join with other parish councils** – As this is dependent on the decision as to whether the Council renews its membership of BALC, this would be deferred unless any suitable training appears. *Clerk's note: two councillors are booked in to attend councillor training in Woodley in July.*

**There being no further business the open meeting closed at 9.46pm**

**Chairman's Signature .....**