



Gerrards Cross Town Council

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Clerk Jiya H Jilani

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Minutes of the Council Meeting held at 7.00pm on Monday 26th September 2022 At Gerrards Cross Memorial Centre

Present: Cllr. Wood (Chairman), Cllr Keeffe (Deputy Chairman), Cllr Barnett, Cllr Bracken, Cllr Da Costa, Cllr Davey, Cllr Peck, Cllr Roberts, Cllr Stuart-Lee.

In Attendance: Mel Woof (CEO of BMALC), C Brown (Associate Cllr), L Lindvall (Associate Cllr), J Woolveridge (Associate Cllr), J Jilani (Town Clerk), P Patel (Deputy Clerk)

22/070 Accept apologies for absence.

Apologies received and accepted from Cllr Chhokar, Cllr Greenfield & Cllr Holborn

22/071 Declarations of Interest

None received

22/072 Public Speaking from residents

There were no members of the public in attendance. Associate Cllr Brown mentioned that the potholes on Bulstrode Way were still not repaired. Chairman Wood confirmed that Transport for Bucks are looking into it and the second tranche of repairs would be underway soon.

22/073 Mel Woof (CEO of Bucks & Milton Keynes Assoc. of Local Councils). An overview was provided of the organisation and their executive board. The County Association is based at the County Offices in Aylesbury. As a not for profit organisation, they provide daily support on procedural elements and statutory regulations. They are also the official training provider for councillors and clerks. Further services include the facilitation of communications across County, District and Local councils plus arbitration at meetings and bespoke onsite training. Mel has regular meetings with the Heads of Communities, Highways, and Commons. The AGM will take place on the 16th November, and all are encouraged to attend. The Chairman thanked Mel for her help over the past weeks, including at weekend of HM The Queen's proclamation event

22/074 Reports from Buckinghamshire Councillors

Cllr Bracken: (1) Waste collection services have improved recently and we are receiving fewer emails. (2) A second iteration of the 5 year Highways plan is underway. GXTC have been applauded as the most organised group of Councillors. (3) Attended South Bucks area planning committee meeting. (4) Visited Greatmoor Waste energy plant, and greatly recommends other community groups and school groups to visit. (5) Cllr Bracken is now a member of the Finance & Resource Committee which deals with HR matters amongst other things.

Chairman Wood: Attended Highways meeting. A new Highways contractor will start from 1st April 2023 (Balfour Beatty). There is a planning meeting on 27th September where Chairman Wood will be representing GXTC in 3 plans, and speaking as a Unitary Councillor.

22/075 Marsham Lane & Mill Lane planning update – Planning application has been submitted by the consultant, and comments have been uploaded by the Clerk.

22/076 Bank accounts update: possible changes to mandate for NatWest. The Clerks will not be added to the mandate as this is against the Financial Regulations policy.

22/077 Approve the Minutes of the following meetings

- Full Council meeting dated 25th July:
It was **PROPOSED** by Chairman Wood, **SECONDED** by Cllr Stuart-Lee **ALL AGREED**
- Communities meeting dated 8th Sept:
It was **PROPOSED** by Chairman Wood, **SECONDED** by Cllr Bracken **ALL AGREED**
- Planning meetings dated 1st Aug & 20th Sept:
ALL AGREED (Subject to amendment)
- Finance & General-Purpose meeting dated 8th Sept:
It was **PROPOSED** by Cllr Bracken, **SECONDED** by Cllr O’Keeffe **ALL AGREED**.

22/078 Updates on Highways & Commons committee matters (meeting adjourned on 12th September due to Her Majesty’s demise

- Approve quote for viscar signs – **£3479 - APPROVED**
- Approve quote for concrete base for the rhino posts - **£2875 APPROVED**
- Christmas lights update and resolve the issue of electronic timers – **£3410 APPROVED**
- Approve zigzag 57 bolts - **£2137.50 APPROVED**

The Chairman thanked Cllr O’Keeffe and Associate Cllr Lindvall for their exceptional work with the Christmas lights and getting the flags dry cleaned free of charge.

ACTION: Town Clerk to check insurance requirements for the Christmas event.

22/079 Engagement of Aubergine for our Website on the basis of their revised proposal dated 2 September – AGREED

The Chairman thanked Cllr Davey for all her hard work on the website proposal

22/080 Update from Cllr Wood - Community Board Biodiversity – Ongoing dialogue, and more updates to follow.

22/081 Approve £50 per annum as payment to the post office for managing the taxi scheme - AGREED

22/082 Update on the training budget - Councillors are encouraged to attend the scheduled training.

22/083 Review the quotes and agree the way forward

- Insurance renewal (documents attached) – no alternative competitive quotes were available. Cllr O’Keeffe to review the renewal documentation and amend as necessary. To discuss whether to accept for one year only. Cllr O’Keeffe has been given approval to make the decision on behalf of the council. The Chairman thanked the Clerks for their work. **ALL AGREED**
- Photocopier (Recommendation to be made by Deputy Clerk) Clickprint approved for the purchase of a photocopier for the office - **£1750 – ALL AGREED**
- Alarm & security monitoring (Recommendation to be made by Deputy Clerk). Code 3 Security approved for new alarm and security contract - **£325 per annum – ALL AGREED**

The Chairman thanked the Clerks for their efforts.

22/084 Update on Office PCs & IT system – £1000 per PC for each clerk – APPROVED ACTION - The Clerk to check the broadband speed at the Council office. Nexus has already provided a quote. Clerk and Cllr O’Keeffe to obtain a further quote and provide recommendation at next Full Council meeting.

22/085 F&GP update and action items for decision by Council

- List of regular and one-off payments for approval
- Bank reconciliation for a) NatWest account and b) Unity Trust account

Reports were provided and discussed.

22/086 Review of policies and procedures. Action Group recommended polices proposed to be adopted by Council

- a) Financial regulations
- b) Investment strategy
- c) Complaints P&P
- d) Freedom of information P&P
- e) GDPR
- f) Standing Orders
- g) Grants and donations policy

ALL AGREED

22/087 Inviting applications for grants to be made in 2023/24 – Notice to be placed on Council noticeboards inviting grant applications.

22/088 Proposed creation of action group to consult and respond to LGBC Boundary Change proposals. Deadline to respond to boundary changes has been pushed back a month. Clerk to schedule a meeting with Cllr Chhokar (lead), Cllr O’Keeffe, Cllr Peck and Cllr Stuart-Lee to discuss. A report will be written, approved and submitted.

22/089 Voice newsletter – Excellent comments have been received regarding the September 2022 newsletter. The Chairman thanked everyone for their work. The next edition will be published in January 2023.

22/090 Councillors’ attendance of meetings

Cllr Bracken attended meetings with the Clerks to review the Finances and the Proclamation
Cllr Roberts attended the Proclamation as well as represented the Council for the arrival of
HM the Queen at Northolt airfield

Cllr Stuart-Lee attended the Proclamation

Cllr Davey had a meeting with prospective website provider Aubergine

Cllr O’Keeffe attended the Proclamation, a meeting with sponsor Swish Fibre and Billy
Funfair (for the Christmas event)

Chairman attended the Proclamation, High Sheriff’s Justice Service, meetings with Swish
Fibre, Windowflowers (Hanging baskets), and the Alexander Devine Children’s Hospice with
Joy Morrissey

22/091 Christmas event planning update

The Chairman thanked Cllr O’Keeffe and Associate Cllr Lindvall for their exceptional work
on the planning of the event. 24 stall holders have committed. Donations have been secured.
All councillors are requested to help on the day.

22/092 Note information received in the correspondence at the Council office.

The next Council Meeting of GXTC will be held on the 24th of October 2022 at 7.00pm.

Meeting was adjourned at 9.00pm

Signed.....CHAIRMAN

Date.....

JHJ.PP.GXTC 26.09.22