



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 27th June 2022 at Gerrards Cross Memorial Centre

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

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

22/032 To accept apologies for absence.

Apologies received and accepted from Cllr Davey and Buckinghamshire Councillor S Chhokar.

22/033 Declarations of Interest

None received

22/034 Public Speaking from residents

There were no members of the public in attendance.

22/035 Approve the Minutes from the Full Council meeting on 23rd May 2022.

Regarding item 22/029 Cornerstone – Proposed telecommunications site Oxford Road/ Fulmer Lane: final version to be circulated to everyone and request approval. **ALL AGREED** Subject to amendments being made to the minutes.

22/036 Agreement for Cllr Wood to have delegated power for Picnic in the Park 2023

Cllr Wood **Proposed** and **Seconded** by Cllr Barnett.

For Cllr Wood to have delegated power to make provisional bookings and receive quotes.

ALL AGREED

22/037 Cllr Wood proposes to discuss and resolve the issue of GXTC website provider to meet the WCAG requirements.

Three quotes received (Aubergine, TEEC and Vision ICT). Recommendation to proceed with Aubergine subject to addressing of any legal issues regarding the domain. Request details from Aubergine regarding additional costs. Working group to be set up, chaired by Cllr Davey, with committee members Cllr Bracken, Cllr Greenfield, Cllr O’Keeffe, Town Clerk and Deputy Clerk.

22/038 Cllr Wood proposes a review of policies and procedures. Draft policies have been produced by The Clerk and shared with the Councillors. Council is to resolve the following approach to finalise the policies.

a. Policy to be adopted at this meeting: Code of Conduct. Already approved in 2021.

b. Policies to be reviewed by a new Standing Orders Group. Standing Orders, Terms of reference, Working party standing orders

Councillors on this working group will be Cllr Bracken, Cllr Holborn and Cllr O’Keeffe

c. Policy documents referred to Staffing Committee for finalisation prior to submission to Full Council for approval: Appraisal policy, Disciplinary procedures, Dignity at work policy, Grievance Procedure

Town Clerk in conjunction with Cllr Da Costa and Cllr Stuart-Lee to check previous minutes as to whether these have been agreed/adopted.

d. Policies to be reviewed by a new Policy Review action group. This group will then report back to Full Council for approval. Future reviews of these policies will be to the FG&P: Complaints Policy & Procedure, Freedom of information policy, GDPR policy
Committee to be formed with Cllr Bracken, Cllr O’Keeffe, and Cllr Holborn

e. Document to be reviewed at a meeting of the next FG&P meeting prior to finalisation and presentation to Full Council: Asset Management Policy, Financial Regulations, Grants and Donations Policy, Investment strategy

To be added on agenda for next F&GP meeting

22/039 Confirmation of the next Picnic in the Park event on 1st July 2023

Venue will be same site on West Common. Details of the event to be added on the council’s social media. Banners have been arranged to thank GX businesses who participated in the 2022 event.

22/040 Appointment of Reconfirmation of Agreed Participants

• **Commons: Minimum of 7 councillors.**

Cllr Wood, Cllr Bracken, Cllr Chhokar, Cllr Davey, Cllr Greenfield, Cllr Holborn, Cllr O’Keeffe, Cllr Peck, Cllr Stuart-Lee.

• **Highways: Minimum 7 Councillors.**

Cllr Wood, Cllr Barnett, Cllr Da Costa, Cllr Holborn, Cllr O’Keeffe, Cllr Peck, Cllr Roberts.

• **Communities: Minimum of 5 councillors:** meetings to be held after planning meeting

Cllr Wood, Cllr Barnett, Cllr Bracken, Cllr Greenfield, Cllr Holborn, Cllr O’Keeffe, Cllr Roberts.

• **Staffing: Minimum of 4 councillors**

Cllr Wood, Cllr Da Costa, Cllr Peck, Cllr Stuart-Lee.

• **Planning:** All Councillors

• **Finance & General Purposes:** All Councillors

22/041 Election of Chairman and appointment of Vice-Chairman

Staffing Committee. Proposed by Cllr Wood, **Seconded** by Cllr Peck to appoint Cllr Stuart-Lee as the Chairman

Proposed by Cllr Wood, **Seconded** by Cllr Greenfield to appoint Cllr Peck as the Vice-Chairman **ALL AGREED**

Highways Committee. Proposed by Cllr O’Keeffe, **Seconded** by Cllr Holborn to appoint Cllr Wood as the Chairman **ALL AGREED**

Proposed by Cllr Wood, **Seconded** by Cllr Greenfield to appoint Cllr Da Costa as the Vice-Chairman **ALL AGREED**

Commons Committee. Proposed by Cllr Wood, **Seconded** by Cllr O’Keeffe to appoint Cllr Greenfield as the Chairman **ALL AGREED**

Proposed by Cllr Greenfield, **Seconded** by Cllr O’Keeffe to appoint Cllr Davey as the Vice-Chairman: **ALL AGREED**

Communities Committee. Proposed by Cllr O’Keeffe, **Seconded** by Cllr Barnett to appoint Cllr Wood as the Chairman

Proposed by Cllr Wood, **Seconded** by Cllr Greenfield to appoint Cllr Bracken as the Vice-Chairman: **ALL AGREED**

22/042 Report from Buckinghamshire Councillors

Cllr Bracken reported that the teething issues which have resulted after the reorganisation of bin collection routes are still occurring. The Buckinghamshire Council is aiming to resolve these in the next 7 days. Any escalation to be sent to Cllr Wood or Cllr Bracken.

Paul Beard to provide quote to dredge New Pond and provide a protective fence.

22/043 Update and planning of the office refurbishment (Cllr Da Costa, Cllr Peck and The Clerk)

Cllr Barnett to chase up the signature for the lease from GXCA. Town Clerk to provide plans to Cllr Da Costa and Cllr Peck. Update to be provided at next full Council meeting

22/044 F&GP update and action items for decision by Council

a) **Bank account update:** New account opened with Unity Trust Bank. The banking process will be provided by Cllr Bracken at the next F&GP meeting

b) **Petty cash update:** no petty cash to be held going forward

c) **8 March report of the internal auditor:** review to be done of action items on audit report. Cllr Bracken highlighted that the extent of the issues identified by the internal auditor was extensive and serious and is not something that can be repeated in the future. The annotated comments on this report reflect the plan to address these issues and will be an important part of the work programme to ensure that the council operates to better standards.

d) **To note the timetable for FG&P for this year**

e) **To form an action group to complete a review of the financial policies and procedures which will report to full council or FG&P committee**

f) **Cllr Wood proposes to transfer funds from NatWest to Unity Trust leaving a balance of £40k in the existing bank account.** This was agreed noting that the residual amount will be required to cover outstanding payments from this account. Further it was agreed that the Nat West account will be open but considered in the light of any investment policy to be implemented by the Council.

g) **Approval of Annual Governance Accountability Return (AGAR) 2021/22 to be signed by the Chair and Deputy Chair of GXTC.** Noted that according to the Internal auditor’s report we have not been fully compliant with all requirements. Approval given to Town Clerk to get signatures for the AGAR forms and work with councillors to rectify audit points. Councillors expressed thanks to the Town Clerk, Deputy Clerk and Locum Clerk for their hard

work and achievements. All councillors are requested to read the Financial Regulations and Internal Auditor's report.

22/045 Communications Working Party Updates Voice-Planning and any articles for the next edition. For the next publication in September, all Councillors are requested to provide articles from each committee. Trees article to be written by Cllr Greenfield; Picnic in the Park 2022 update to be provided by Associate Cllr Lindvall; Associate Cllr Woolveridge to provide article on the history of the area. Working group to be formed consisting of Cllr Wood, Cllr Barnett, Cllr Greenfield, Cllr Stuart-Lee, Cllr Chhokar, and Associate Cllr Lindvall.

22/046 To note information received in the correspondence at the Council office.

Correspondence received from community giving positive feedback for recent Picnic on the Park event held by the council

22/047 The next Council Meeting of GXTC will be held on the 25th of July 2022.

Meeting was adjourned at 8.20pm