

**THE IVERS PARISH COUNCIL**

**MINUTES OF A MEETING OF THE POLICY, FINANCE & GENERAL PURPOSES  
COMMITTEE HELD ON 5<sup>th</sup> FEBRUARY 2020 at 7.30 PM IN THE MEETING ROOM,  
COUNCIL OFFICES, THE IVERS PARISH COUNCIL**

**Present:** Councillors Wendy Matthews (Chairman), Ann Mayling, Carol Gibson, Chris Jordan and Chris Woolley

**In Attendance:** Mike Kennedy, Interim Clerk

**Absent:** Cllrs: Jyoti Kaushal and Karanveer Bembey

**74. APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllrs. Jacquie Bryson and Bill Lidgate.

**75. DECLARATIONS OF INTERESTS**

None.

**76. PUBLIC PARTICIPATION SESSION**

No questions were put.

**77. MINUTES**

It was **RESOLVED** that the minutes of the meeting of the Policy, Finance & General Purposes Committee held on 27 November 2019, be received, approved and adopted and signed by the Chairman as a true record.

**78. PROGRESS REPORT**

Members had before them the progress report dated 22 January 2020. The following additional points were made:

**General Data Protection Regulations** – The Clerk confirmed completion of the first two days of work undertaken by the DPO Centre which involved gathering records of processing activity. A full report with recommendations for action will be presented to Council. GDPR will appear as a regular agenda item to Council for the foreseeable future. It was **RESOLVED** that the report be noted.

It was **RESOLVED** that the progress report be received and noted.

**79. CLERK'S REPORT**

Members had before them the report of the Clerk dated 30 January 2020. Arising from the report:

**(a) Risk Review Policy**

Members considered the Council's Risk Policy dated July 2018 with suggested alterations shown as track changes, copy having been issued. It was **RESOLVED** that the Risk Assessment and Risk Management Policy be adopted incorporating the changes proposed by the Clerk.

**(b) Review of Council Policies**

The Committee received a schedule of the Council's current policies and when they were last reviewed. Members considered which policies should be refreshed in the short term and **RESOLVED** that the following policies be reviewed as a matter of priority:

- Local Government Pension Scheme Regulations (last reviewed April 2013);
- Environment and Green Belt (last reviewed March 2014);
- Public Access and Open/Green Spaces Policy (last reviewed October 2016) to be combined with the Environment and Green Belt Policy;
- Annual Investment Strategy (last reviewed November 2018) to be combined with the Council's Investment Policy (last reviewed November 2018); and
- that the Protocol for Notice Board Approval be removed from the schedule.

**(c) Grant Application Iver Heath Tennis Club**

Members considered an application from the Treasurer of the Iver Heath Lawn Tennis Club, for a grant of £470 towards the purchase of a Ball Machine. In noting that the club has successfully obtained funding from South Bucks District Council in the sum of £607 and has applied to the Council for the balance of funds needed, it was **RESOLVED** that the Committee awards a grant of £470 to the Iver Tennis Club towards the cost of purchasing a ball machine.

**(d) Fireproof Cabinet**

The Council's existing 2 drawer fireproof filing cabinet is broken, and a replacement is required for the safe and secure keeping of personnel and other important records such as deeds, agreements and leases. The Committee considered two quotations for the supply, delivery and removal of the existing cabinet and **RESOLVED** that the quotation submitted by Trident Safes Ltd for a 60-minute fire rated cabinet in the sum of £895 +VAT be accepted, the cost to be met from the office equipment budget in 2019/20.

**(e) Communications and Website Strategy**

Following the meeting of Full Council held on 6 January 2020, Minute no. 89(x) refers, Members had agreed that further discussions would take place at this meeting on how best to take this forward. Meanwhile, £5,000 was added to the 2020/21 budget for enhancing community engagement including the creation of a news website for the Ivers.

The report gave details of the Website Content Accessibility Guidelines (WCAG 2.1), published in 2018, with measures ensuring that all public sector websites and mobile apps are accessible to all users, particularly those with disabilities, are implemented by September 2020.

The Clerk had circulated to all members a report issued by the Council's existing web provider AK Creations and a proposal prepared by a website designer, Aubergine, for a new WCAG 2.1AA compliant website based on WordPress.

Members accepted that it would be financial and technically very difficult to upgrade the Council's existing website to comply with the latest WCAG guidelines and that a new website that should satisfy the Council's needs and aspirations would have to be built. It was noted that the current Communications Strategy use needed refreshing and **RESOLVED** that the whole matter be referred to the Communications Strategy Working Group for further consideration.

**(f) Subscription to South Bucks Association of Local Councils**

The annual subscription to the South Bucks Association of Local Council (SBALC) for 2019/20 is now due and the sum of £94 is payable. It was **RESOLVED** that the subscription of £94 be paid to SBALC for 2019/20, thereafter subscriptions to be considered and approved at the Annual Meeting in May.

**(g) Community Events and The Community Hub**

Members considered the detailed report of the Assistant Clerk - Communications and Community Engagement on planned Community Events for 2020 along with existing and proposals for making better use of the Community Hub. The following comments were made.

**Funday Sunday in the Ivers**

Having regard to the planned building works taking place at Iver Heath Pavilion it was **RESOLVED** that the summer fundays shall be held in Iver and Richings Park in 2020 and used to showcase the activities of local clubs and societies.

**Light up the Ivers Christmas Lights and Living Advent Calendar**

Members welcomed and supported the proposals for a community project involving 24 advent windows across the Ivers. The recommendations arising from the Christmas Lights Working Group held on 16 January 2020 were broadly welcomed although concern was expressed as to the available space required for a fire-eater and stilt walker and the problems with steps and cobbles. The suggested road closure requires the consent of Slough Borough Council for which a decision is still awaited.

**The Community Hub**

The report outlined opportunities for making better use of the Community Hub. Ideas included a review of special needs, the possibility of introducing a homework club, book borrowing by infant children and greater use by older readers all of which were acknowledged as good initiatives.

The proposed "stitch in time" initiative was noted with satisfaction and for which grants of £500 had been procured from Heathrow, £300 and South Bucks DC, £200.

A suggested repair café and cycle repair café operating on Saturdays was supported although a view was expressed that this would be better located at either Jubilee Pavilion or Iver Heath Pavilion. A further report on this initiative would be presented to Committee.

Suggestions for a "community buzzboard" and a "happy bench" outside the Hub were supported subject to further consideration by the Highways and Infrastructure Committee. It was **RESOLVED** that the report be received and adopted subject to further reports.

**(h) Joy Morrissey MP**

An invitation extended to our new MP to attend the next meeting of the Policy and Finance Committee has been accepted subject to parliamentary duties. It was **RESOLVED** that the report be noted.

**(i) Devolution of Assets and Functions**

In response to the Council's initial expression of interest for the management of all open space land in the Ivers, the County Council had asked whether the Council could provide further information on specific sites we might be interested in.

It was **RESOLVED** that an expression of interest be submitted in the following sites:

- Iver Heath Allotment site
- Iver Heath Fields
- Swan Meadow
- Kingfisher Gardens
- Thorney Park
- Swallow Street Amenity land
- The Evreham Centre
- Iver Heath Community Library and Ancillary Buildings

**(j) High Street Bucks**

An invitation had been received from South Bucks District Council to attend the upcoming *High Streets Bucks* event which takes place on Tuesday 11 February 2020 at Pinewood Studios. Councillors Gibson and Bennett had expressed an interest in attending.

**80. CHAIRMAN'S REPORT**

- (a) Theft of collection tin.** The Chairman reported that the collection tin had been stolen by a walk in-thief from the community hub. Public access to the building would be addressed following receipt of recommendations from the DPO Centre on GDPR issues.
- (b) Heathrow Consultation.** The Chairman reported on the forthcoming draft statement of community consultation due to commence on 15 April for 8 weeks. Heathrow may have to revisit this timetable due to the forthcoming local elections and the period of Purdah which commences on 31 March, leading to an extended consultation period. There will be significant issues for the Ivers Parish Council around flood relief sites, sustainability, environmental controls, public transport provision and increases in cargo.

**81. REPORTS FROM WORKING GROUPS**

The minutes of the meetings of the Christmas Lights Wash-Up held on 19 December 2019 and the Christmas Lights Working Group held on 17 January 2020 were presented for consideration. It was **RESOLVED** that the reports be received approved and adopted.

**82. FINANCE**

- a) The Committee received and considered the budget analysis papers for all council committees, copies having been issued. It was **RESOLVED** that the reports be received and noted.
- b) Consideration of outstanding debts – The Committee welcomed the progress that had been made in clearing many of the outstanding debts, including an agreement with Iver Heath Tennis Club to repay their contribution towards pump repairs by instalment. However, the invoice to Buckinghamshire County Council for £240 relating to the hire of Jubilee Pavilion for armchair exercises for the elderly remains outstanding. Despite extensive enquires involving numerous officers at the County Council nobody was able to authorise the expenditure. It was **RESOLVED** that the debt be written off.

**83. PRESS RELEASE/WEBSITE**

Nothing to report.

**Meeting finished at 9.02pm.**

Date of Next Meeting Wednesday 25 March 2020, 7.30 pm, The Ivers Parish Council Offices.

Signed.....Chairman

Date.....