

BURGHFIELD PARISH COUNCIL

Minutes of the Governance & Finance Committee Meeting

Thursday 26th April 2018

Time: 7.15pm

Place: Burghfield village hall committee room

Present: Mr M Paterson-Borland Mr P Lawrence
Mr I MacFarlane Mr C Greaves
Mr D Godding

Attending: Clerk to the Parish Council

Apologies: Mr N Morse

1. To receive members apologies for absence and written requests for Disclosable Pecuniary Interest dispensations

There were no items upon the agenda that necessitated a member to present a written request for dispensation for a Disclosable Pecuniary Interest.

2. Minutes of the last meeting of the Committee

The minutes of the last meeting held on 15 February 2018, having been circulated, were confirmed a correct record and signed by the presiding Chairman.

3. Matters Arising on the Minutes

- i) All previously approved S137 grant applications have been allocated accordingly.
- ii) The year-end closedown procedures have been undertaken by the clerk, with the assistance of RBS Software solution where required.
- iii) The recommendation regarding the funding of the Community hub was presented, and subsequently approved at full council in March 2018.
- iv) Stratfield Mortimer parish council were advised the parish council wished to undertake its own Youth consultation project as would therefore not be taking them up on their offer to work collaboratively.

4. To deal with any items requiring URGENT attention by the committee

Members were updated in relation to the advertisement for a replacement village hall cleaner.

5. EXCLUSION OF PRESS AND PUBLIC

To resolve, pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, that because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the following items. **Resolved** unanimously by members present to exclude the press and public.

Staffing

ii) **To consider any issues regarding council's employees**

Day to day staffing issues continue to be managed by the parish clerk. The village hall cleaner has tendered her resignation. Two quotations are to be obtained for professional cleaning services of the hall which will be considered

A meeting has been scheduled with the village hall manager to undertake a joint review of the job description to ensure all current duties are incorporated accordingly.

6. Accounts

- i) To consider requests for donations under S.137 of the Local Government Act 1972

No applications had been received prior to the meeting for consideration by the committee.

- ii) To receive the budget comparison figures for the current financial year.

The budget comparison figures for the period 1 April to 31 March 2018 were presented and the figures noted. The current percentage expenditure of 83.7% was based on the current year's budget and excluded those figures that related to the previous year's commitment but had been paid in the current financial year.

- iii) To confirm the arrangements for the Year End Closedown & Audit procedures

The clerk advised the year end closedown procedures had been completed with the assistance of RBS where required. The date of 11th May has been set for the undertaking of the internal audit by Auditing Solutions.

7. Governance & Compliance

- i) To determine the criteria and action plan for funding for the Community Hub

Members present considered the various funding streams available for the progression of the Community Hub. Further investigations are required in relation to the following possibilities:

- West Berks Council – C. Morris
- Greenham Common Trust – P. Lawrence
- Volunteer Centre, West Berkshire – C. Morris
- Englefield Estates – C. Morris
- Landfill – C. Morris
- Football Foundation/Sport England – C. Morris
- PWLB – M. Paterson-Borland
- Tesco – C. Greaves
- Lottery - M. Paterson-Borland
- Ikea - C. Greaves
- J. Mould & Stacey's – C. Greaves
- AWE – P. Lawrence
- Community funding

Members are to undertake initial enquiries and investigations to determine suitability for funding of the community hub. A paper is to be prepared highlighting the various options available at the next scheduled meeting.

The preparation of a business plan was to take priority, with a target date of 5th July. The business plan is to include a detailed forecast of monies anticipated, highlighting the various funding streams that to date have confirmed their allocated funding for the project. A full application, with supporting documentation, is to be presented to the PWLB for funding upon completion.

Initial discussions are to be held with the county association, BALC, to advise of the parish councils intention to apply for a PWLB later in the year.

Proposed by Mr P Lawrence, seconded by Mr I Macfarlane and **resolved** unanimously the above actions are implemented accordingly.

- ii) To consider any actions required in preparation of the new GDPR regulations being implemented in May 2018.

A data audit is to be completed to ensure the council is, where possible, processing personal data fairly and lawfully to ensure full compliance with the new regulations that become effective in May 2018. Upon confirmation from the national organisations in relation to the appointment of the role of DPO, the parish council

will undertake further investigations as to the requirements for compliance and ensure adequate arrangements are in place. The potential for clustering locally to reduce costs, is to be explored in further detail.

iii) To give consideration to the quotation received from Berkshire Youth for improved Youth Consultation within the parish

Members present considered the quotation received for Youth consultation within the parish. Upon review, members reallocated the number of sessions with a maximum of £4,000 to be allocated overall to the consultation.

iv) To discuss grant funding applications by the NDP Steering Committee and determine the approved process

Members present gave consideration to the documentation provided in support of the NDP Steering committee applying for grant funding. **Resolved** unanimously a 'Application to release funds' is to be completed and presented by the NDP group as and when required.

Members present reviewed the documentation submitted in support of an application for grant funding from Locality. The clerk is to complete the application and submit on behalf of the NDP group as soon as possible.

8. Administration: Burial Ground

i) To receive an update following notification from Burghfield St. Mary's in relation to the Closure Order of the churchyard and the transfer of maintenance of the site.

Members present gave consideration to the proposal presented by St. Marys Church in relation to the transfer of the maintenance of the churchyard prior to the works requested by the parish council being completed. Members deemed that until the items requiring attention had been addressed as requested, the take over of the maintenance of the churchyard was a considerable liability, raising considerable insurance issues for the parish council. Resolved unanimously to advise the church of the decision.

ii) To approve the wording in relation to Cremated remains for incorporation within the Burial Ground Regulations

Members approved the specific wording for incorporation within the Burial Ground regulations regarding Cremated remains. Proposed by Mr C Greaves, seconded by Mr D Godding and **resolved** unanimously to incorporate the approved with immediate effect.

Matters for future discussion – Village hall entry system and IT systems updates, GDPR

9. To receive items for information only

Conclusion: The Chairman declared the meeting closed 20.41pm

Chairman: