

BURGHFIELD PARISH COUNCIL

Minutes of the Governance & Finance Committee Meeting

Date: Thursday 26th February 2015 **Time:** 6.30p.m.

Place: Burghfield village hall committee room

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

Attending: Clerk to the Parish Council

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 of the Governance & Finance Committee held on Thursday 27th November 2014, having been circulated, were confirmed a correct record and signed by the presiding Chairman.

3. Matters Arising on the Minutes

- i) Following presentation of the estimates to full council, the precept request was served upon West Berks Council for the upcoming new financial year.
- ii) The standing orders have been amended to reflect the decision to increase the limit for any emergency expenditure that can be incurred on behalf of the parish council.
- iii) A litter warden has been appointed for the area surrounding the Hatch & Burghfield village.

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

All items for consideration are listed on the agenda accordingly.

5. Accounts

i) To consider requests for donations under Section 137 of the Local Government Act 1972

Members gave consideration to a request presented by the Burghfield Residents association to assist with the hire of the Marquee for the Annual May Fayre. Proposed by Mr P Lawrence, seconded by Mr C Greaves and **resolved** unanimously to donate £1,000 to assist with the hire cost of the marquee.

Members present received a request from the Badgers Glade Association for expenses to be covered for the annual painting of the fence leading into Badgers Glade. Proposed by Mr P Lawrence, seconded by Mr C Greaves and **resolved** unanimously to donate £100 to cover the costs for the necessary maintenance works.

Berkshire Blind Society presented a request for a donation to members. Proposed by Mr I Macfarlane, seconded by Mr D Godding and **resolved** to donate £500.

Members present considered a request presented by the West Berks Citizen Advice Bureau. Proposed by Mr P Lawrence, seconded by Mr I Macfarlane and **resolved** unanimously to not donate at this time as the parish council financially assists the Burghfield outreach service each year.

A request for funding was received from Relate to enable appointments to Burghfield residents to continue. Proposed by Mr M Paterson-Borland, seconded by Mr P Lawrence and **resolved** unanimously to donate £500.

ii) Accounts for payment

Resolved that the items for payment presented be authorised, such sums are to be debited to the account of the Parish Council.

iii) To approve the transfer of funds from RCF to S106 to fund play areas

Proposed by Mr I Macfarlane, seconded by Mr C Greaves and **resolved** unanimously to transfer £10,000 from the RCF as a contingency for the scheduled expenditure of the installation of the multi-use games area on the common recreation ground. Remaining monies upon completion of the project are to be transferred back to the RCF.

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

The budget comparison figures for the period 1 April to 24th February 2015 were presented and the figures noted. The current percentage expenditure of 92% 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.

- v) To receive an update in relation to the Accounts year end process

The clerk presented details to members of the Accounts Year end process. The accounts closedown has been scheduled for April 16th, with internal audit being scheduled for 24th April.

6. **Governance & Compliance**

- i) To receive an update of matters being dealt with by the parish council appointed solicitor

The Clerk provided a verbal update of all matters currently being dealt with by the parish council appointed solicitor. It is anticipated the transfer of Auclum Green will be completed prior to the spring. A meeting is to be scheduled with the Scouts to progress the issue of the licence renewal with the Montessori nursery.

- ii) To give consideration to the proposed Committee Scheme of Delegation document

Members present gave consideration to the draft committee's scheme of delegation which authorises the proper officer, the responsible financial officer, the various committees and the council to act within delegated authority in the specific circumstances detailed within. Proposed by Mr P Lawrence, seconded by Mr M Paterson-Borland and resolved **unanimously** to present the document to full council for immediate implementation. If delegated powers are exercised at any point during the month the expenditure will be detailed at full council by the presiding chairman.

- iii) To confirm the signatories for online authorisation and cheque signing on the parish council accounts

Members present confirmed the signatories upon the parish council accounts. Proposed by Mr P Lawrence, seconded by Mr I Macfarlane and **resolved** unanimously that Mr M Paterson-Borland and Mr N Morse completed the necessary banking forms to become signatories upon the council accounts.

- iv) To consider any potential expenditure in relation to the upcoming Elections in May 2015

WBC advised that the estimated expenditure for the upcoming Elections will equate to £4,500.

7. **Administration: Burial Ground**

- i) To receive an update & consider any administrative issues in the daily operation of the burial ground

Due to continual administration problems and the lack of support from the service provider, members present **resolved** unanimously to serve notice upon Edge I.T. Details were provided of an alternative system hosted by RBS software systems. Proposed by Mr P Lawrence, seconded by Mr M Paterson-Borland and **resolved** unanimously to purchase the RBS system for immediate installation. RBS are also to be requested to transfer all existing information held on the database with Edge I.T.

- ii) To receive an update in relation to the arrangements for the maintenance of the burial ground

The contract with Lotus Landscapes for the maintenance of the Burial ground is scheduled to end on the 31st March 2015. Investigations are being made into alternative arrangements for the day to day upkeep and landscaping of the site. A meeting has been scheduled with a local group who provide the required skill set to undertake the necessary works to obtain a quotation for consideration.

8. **Staffing**

- i) To consider any issues regarding council's employees

Any staffing matters requiring attention have been dealt with accordingly by the clerk

- ii) To undertake staff reviews of wage and salary payments for Parish Council employees in preparation for approval at the next committee meeting

The performances and employment rates of the direct employees were evaluated by members present. Resolved that the resultant payments as set out in the confidential sheet, appended to the minutes in the official minute book, be applied with effect from the 1 April 2015. Proposed by Mr I MacFarlane, seconded by Mr P Lawrence and **resolved** unanimously.

9. **Matters for future discussion - Parish Plan Action plan review**

10. **To receive items for information only - None**

Conclusion: The Chairman declared the meeting closed at 19.32p.m.

Chairman: