

BURGHFIELD PARISH COUNCIL

Minutes of the Governance & Finance Committee Meeting

Date: Thursday 26th January 2017 Time: 6.30p.m.

Place: Burghfield village hall committee room

Present: Mr M Paterson-Borland Mr P Lawrence

Mr I MacFarlane Mr N Morse

Mr D Godding

Attending: Clerk to the Parish Council

Apologies: Mr C Greaves

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 17 November 2016, having been circulated, were confirmed a correct record and signed by the presiding Chairman.

3. **Matters Arising on the Minutes**

- i) All approved Section 137 donations have been processed accordingly and forwarded to the relevant organisations.
- ii) The precept request, as approved at full council, has been submitted to West Berks Council for £257,500 for financial year 2017/2018.
- iii) Further to a meeting with a specialist, full council gave consideration to the need for a Community Interest Company in the progression of a Community Hub. Members resolved unanimously to not form a CIC but to continue with the development of a Community Hub via the parish council.

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

No urgent items requiring attention were brought to the attention of the committee.

5. **Accounts**

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

A request was present by the Citizens Advice Bureau Outreach Service within Burghfield for consideration to be given to a donation for the continuation of the service within the parish. Proposed by Mr N Morse, seconded by Mr D Godding and **resolved** unanimously to donate £1500 and the use of the village hall to ensure the values service continues within the parish.

Payment to be raised Feb

Local Government Act 1972, s 142(2A)

A request was present by the Berkshire Vision for consideration to be given to a donation to ensure the service continues within the parish. Proposed by Mr N Morse, seconded by Mr P Lawrence and **resolved** unanimously to donate £500.

Payment to be raised Feb

Local Government Act 1972 s 137

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

The budget comparison figures for the period 1 April to 31 October 2016 were presented and the figures noted. The current percentage expenditure of 50.8% 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 determine the arrangements for the Year End Closedown procedures

Members present **resolved** unanimously that the services of DCK Beavers would not be required to undertake the year end closedown as of 31st March 2017. The clerk is to complete the closedown procedure with the assistance of RBS if required. Proposed by Mr I Macfarlane, seconded by Mr M Paterson-Borland and **resolved** unanimously to delegate authority to the clerk to complete the year end process with the assistance of RBS if deemed necessary.

Clerk to advise

- iv) To review options available regarding High Interest Savings Accounts

Members present reviewed the various savings accounts held by the parish council and the associated interest rates. **Resolved** unanimously to transfer funds currently held in the Nationwide International account to the on-shore savings account being offered with immediate effect.

Clerk to action

6. **Governance & Compliance**

i) To consider the action plan for the potential installation of a Community Hub

Discussions were held at full council regarding the potential of a "Community Hub" being installed for the provision of local services and to meet the needs of the local community. A feasibility study regarding the need for a "CIC" (Community Interest Company) was initiated with the assistance of individuals identified as being specialists within this particular field recruited. A report was presented at full council in January where members resolved unanimously that a CIC was not required. The project is to be progressed by the parish council, with the following actions being determined by the committee and **resolved** unanimously for progression of the project:

Clerk to action

- 1) Liaison with the solicitor to review the Deed for the Common Recreation Ground to determine whether the Pavilion could be extended to house the additional facilities for the Community Hub.
- 2) To employ an architect to review the possibilities and draw up plans for consideration by the council.

ii) To receive an update and consider any actions required following a meeting with the Burghfield & Mortimer Handybus

Members of the Burghfield & Mortimer Handybus Service presented a business plan requested a financial contribution from the parish council to ensure the service continued following the withdrawal of funding from West Berks Council. A contribution was being sought from Burghfield, Mortimer and Sulhamstead, being proportionate to the number of users from each of the parishes. Members present **resolved** unanimously to **recommend** to full council a financial contribution of £2419 is forwarded to ensure the continuation of the service for financial year 2017/2018.

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7. **Policies & Templates**

i) To receive the updated Burghfield Parish Risk Management & Assessment Policy

An updated Risk Management Policy was presented and received by members. All identified risks are being addressed accordingly with a review schedule having been initiated.

8. **Administration: Burial Ground**

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

A quotation for the planting of large trees and shrubs at the burial ground was considered by members present. Additional design ideas and accompanying quote are to be obtained to provide a detailed comparison. A report is to be presented at the next meeting for further consideration.

Clerk to action

ii) To receive notification from Burghfield St. Mary's regarding the Closure Order and maintenance of the site commencing December 1st 2017.

Notification was presented by St. Mary's Burghfield of the final closure notice having been obtained by the Diocese for the closure of the Churchyard. The PCC formally resolved to request the parish council to undertake the maintenance of the churchyard effective 1st December 2017. Members presented noted the documentation presented, acknowledging that further investigations are required to ensure the correct legal procedures have been followed. Clarification as to the remit upon which maintenance is required is to be determined with the PCC for consideration.

Clerk to action

9. **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:

Staffing

i) To consider any issues regarding council's employees

Members present gave consideration to the current arrangements for the cleaning of the village hall. The performances and employment rate of the cleaner was evaluated by members present.

Resolved that the resultant payment as set out in the attached confidential sheet, appended to the minutes in the official minute book, be applied with effect from the 1 April 2017. Proposed by Mr N Morse, seconded by Mr P Lawrence and resolved unanimously.

ii) To discuss staff appraisals undertaken

Staff appraisals have been completed, being presented to members for their consideration.

iii) To give consideration to staff salary payments following appraisals for the new financial year

The performances and employment rates of the direct employees were evaluated by members present.

Resolved that the resultant payments as set out in the attached confidential sheet, appended to the minutes in the official minute book, be applied with effect from the 1 April 2017. Proposed by Mr I MacFarlane, seconded by Mr P Lawrence and resolved unanimously.

10. **Matters for future discussion** – review of the various processes undertaken. Meeting schedules and times

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

Conclusion: The Chairman declared the meeting closed 19.50pm.

Chairman: