

## BURGHFIELD PARISH COUNCIL

### Minutes of the Governance & Finance Committee Meeting

**Date:** Thursday 23<sup>rd</sup> June 2016 **Time:** 6.30p.m.

**Place:** Burghfield village hall committee room

**Present:** Mr M Paterson-Borland Mr P Lawrence  
Mr D Godding Mr I MacFarlane  
Mr C Greaves (arrived 18.40pm)

**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 Thursday 26 May 2016, having been circulated, were confirmed a correct record and signed by the presiding Chairman.

**3. Matters Arising on the Minutes**

- i) All previously approved S.137 donations have been allocated accordingly.
- ii) The Annual Statement of Accounts was presented to full council following the committee's recommendation to approve as presented.
- iii) The Annual Return was presented to full council with the Governance statement being approved by members present.
- iv) The Habitual and Vexatious Complainant policy was presented and approved at full council for implementation.

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

Members present wished to express their thanks to the clerk in ensuring the swift and safe removal of travellers from the Hatch Recreation Ground. An order has been placed for a replacement barrier to be installed as soon as possible. Consideration was given to the installation of a retractable bollard at the entrance and fencing to be installed at the bottom corner of the ground to prevent any further encampments in the future. Proposed by Mr M Paterson-Borland and **resolved** unanimously to delegate powers to the clerk to order a replacement gate. Prices are to be obtained and presented at the next Community committee meeting for V-Mex fencing to be installed on the corner of the Hatch Recreation ground and Reading Road to ensure maximum security of the site.

Member's present raised concerns regarding the proposed Beer Festival scheduled to be held in September. The organiser has been asked to provide evidence of all relevant documentation prior to the July Community committee meeting. Upon satisfaction that all risks have been identified and addressed accordingly with accompanying documentation provided, permission is to be granted for use of parish council land.

**5. Accounts**

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

Members present gave consideration to a request presented by Age Concern Tadley for a grant of £100 to assist with the running of the lunch club provided for a number of Burghfield residents. Resolved unanimously to donate £100. Proposed by Mr I Macfarlane, seconded by Mr C Greaves and **resolved** unanimously.

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

The budget comparison figures for the period 1 April to 23 May 2016 were presented and the figures noted. The current percentage expenditure of 10.3% 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 give consideration to any financial implications further to the budget cuts implemented by WBC that specifically affect Burghfield

Members present gave consideration to the potential financial implications upon the council following the various decisions taken by WBC for cuts to local services. The following items were identified as having financial implications upon the council:

WBC decision to remove all grit bins within the parish. The cost implication to the parish council to adopt and refill the 15 bins is estimated at £70 per bin for the salt and £215 for a

replacement grit bin. Investigations are to be made into alternative rock salt suppliers. The community committee are to determine a suitable supplier and potential storage options. The library service provision within the parish – Mr P Lawrence advised that a meeting had been held with WBC to discuss the usage and costs for Burghfield library. A needs assessment is currently underway with a report due from WBC advising of the outcome early September.

Burghfield residents unable to use Smallmead refuse centre after 1<sup>st</sup> July - Members present expressed concerns at local residents no longer being able to use Smallmead refuse centre after 1<sup>st</sup> July. A letter is to be sent to WBC highlighting the concerns of residents. Investigations are to be instigated into purchasing licences for residents to enable continued usage.

Closure of Burghfield Children's centre – The centre has now closed in Burghfield. A letter is to be sent to WBC to enquire as to how the parish council can instigate the re-opening of the children's centre and make full use of the existing building.

## 6. **Governance & Compliance**

### i) To determine any specific actions following the implementation of the General Power of Competence

The clerk is to liaise with Tim Parry, from CCB, to discuss any potential implications upon the council in setting up a Community Interest Company. Discussions are also to be held with other parish councils who have successfully set up CIC's to explore and determine the framework upon which they initiated the company. A paper relating to "Risk" and points to consider was distributed to members for their consideration and information.

### ii) To initiate a feasibility study for the potential development and implementation of a Community Interest company

Further details were presented in relation to the use of the General Power of Competence by the council following resolution by full council for its adoption. Members present expressed a need to explore the feasibility of setting up a CIC (Community Interest Company). Once potential parties who are able to assist the parish council have been identified accordingly a feasibility study is to be instigated.

### iii) To review the criteria for "Quality Status" as set by NALC and consider any actions required in progressing an application

Members present gave consideration to the criteria required to be met prior to the council being eligible to apply for the Local Council Award Scheme. A review of the criteria is to be undertaken by members for future discussion.

## 7. **Policies & Templates**

### i) To undertake a full and detailed review of all policies held by the council for the ensuing municipal year

Members gave consideration to the policies currently held. The clerk has undertaken a review of each of the policies determining their implementation date and subsequent review. The policies will be presented on a rolling basis dependant on the nature of the policy and expiration of the recommended review period.

### ii) To give consideration to implementing an updated "Equality Act" Policy, reviewing the draft document as presented

Members present reviewed the draft "Equality Act Policy" as presented. Proposed by Mr P Lawrence, seconded by Mr C Greaves and **resolved** unanimously to accept the policy as presented. The policy is to be presented to the parish council at their next scheduled meeting for ratification with a request for all members to sign to confirm their understanding of the documentation.

### iii) To review the Terms of Reference for each of the committees upon the council and determine any amendments required

The Terms of Reference are to be considered by members to determine whether any amendments are required for its operation.

## 8. **Administration: Burial Ground**

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

Members present gave consideration to the residency rules regarding fees for internments at the parish burial ground. Proposed by Mr C Greaves, seconded by Mr I Macfarlane and resolved unanimously to obtain advice from the ICCM in relation to amending the wording to ensure all ambiguity is removed in relation to residency rules.

Members gave consideration to the current table of fees for the Burial Ground. **Resolved**

unanimously that the Burial Fees remain at their current level for a further year.

9. **Staffing**

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

No issues were raised for consideration.

10. **Matters for future discussion** – No items were raised by members present.

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

**Conclusion:** The Chairman declared the meeting closed 19.40pm.

**Chairman:**