

## BURGHFIELD PARISH COUNCIL

### Minutes of the Governance & Finance Committee Meeting

**Date:** Thursday 21<sup>st</sup> May 2015 **Time:** 6.30p.m.

**Place:** Burghfield village hall committee room

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

**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 of the Governance & Finance Committee held on Thursday 26<sup>th</sup> February, having been circulated, were confirmed a correct record and signed by the presiding Chairman.

**3. Matters Arising on the Minutes**

- i) The end of year audit process has been completed. The report is to be presented under item 5 iii on the agenda
- ii) The end of year accounts process has been completed. The Financial reports will be presented to members under item 5 iv.
- iii) Notice has been served to Edge designs for the termination of the contract held for the Burials software. Alternative arrangements have been made with appropriate training scheduled.

**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 Together in Mission, Café B, for a contribution of £300 towards the cost of installing a buggy/bicycle park at Café B. Proposed by Mr P Lawrence, seconded by Mr N Morse and **resolved** unanimously to donate £300 to enable the completion of the project and install the buggy park as intended. It is to be stipulated in the grant letter that the funds are to be used for the buggy park only.

Members present received a request from Mrs Blands Infant School for a contribution towards the required £25,000 towards the employment of an additional Forest School leader. Proposed by Mr P Lawrence, seconded by Mr D Godding and **resolved** unanimously to not donate at this time.

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

The budget comparison figures for the period 1 April to 18<sup>th</sup> May 2015 were presented and the figures noted. The current percentage expenditure 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 receive the final and interim internal audit reports for the current financial year

Current legislation requires the Parish Council to appoint an internal auditor. The final audit report for the year ended 31 March 2015 had been received. A copy was distributed to the members of the Governance & Finance Committee and it was noted that Auditing Solutions Ltd concluded the Parish Council continued to have effective systems in place to ensure transactions were reflected accurately in the Statement of Accounts and the Annual Return. Any items recommended within the action plan are to be addressed, and the appropriate action taken. Thanks were expressed by members to the clerk for a successful audit.

iv) To receive the Statement of Accounts for the financial year ending 31st March 2015

Clarification was sought in relation to the listing of assets purchased during the financial year. A request was presented for the description to be amended to enable items purchased to be clearly identified. A few administrative errors were highlighted requiring amendment prior to being presented to full council for approval.

**Resolved** that the detailed Statement of Accounts for the year ended 31 March 2015 be endorsed and presented to the Parish Council upon amendment.

**6. Governance & Compliance**

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

A written report was presented to members in relation to the issue of a licence renewal between the Scouts and the Montessori nursery. Proposed by Mr P Lawrence, seconded by Mr D Godding and resolved unanimously to request 50% of the outstanding solicitor's fees are met by the Scouts to progress the matter accordingly. A request is to be forwarded to the parish council's solicitor for a letter to be drafted to the scouts explaining the parish council would waive the clause regarding the period of time upon which the premises can be sub-let for educational purposes only to enable the Montessori Nursery to continue providing their much valued service within the parish. A time limit will be applied to the waiver.

- ii) To complete the Annual return documentation for presentation to the parish council

Following members approving the figures presented within the Statement of Accounts, the Annual return documentation was completed accordingly for presentation to the parish council for full endorsement and approval at the next scheduled meeting. Proposed by Mr P Lawrence, seconded by Mr I Macfarlane and **resolved** unanimously.

**7. Village Hall**

- i) To give consideration to the quotations received regarding the upgrade of the heating system in the main hall

Members present gave consideration to the various quotations and options for the upgrade of the heating system within the main hall. After careful consideration and checking for both accuracy and adherence to the specification set, members present expressed a preference for option 1, the installation of 3 cassette air conditioning systems within the main hall and side committee room from Industrial Air. Proposed by Mr I Macfarlane, seconded by Mr P Lawrence and **resolved** unanimously to instruct Industrial Air as soon as possible. Installation is to be scheduled for the beginning of the summer holidays.

A grant of £4,000 has been awarded to the parish council by West Berks Council to assist with the costs involved in the installation of a sustainable heating system at the village hall.

**8. Administration: Burial Ground**

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

The new software package supplied by RBS Software solutions for the daily operation of the burial ground has been ordered and the required training sessions scheduled in the diary. The new system is to be in place by the summer. Additional staffing is to be sought for a 2 week period to input all the required data at £8.00 per hour during the summer.

- ii) To give consideration to the quotations received for the maintenance of the burial ground for the next 12 month period

The contract for the maintenance of the Burial ground ended 31<sup>st</sup> March 2015. Alternative arrangements for the day to day upkeep and landscaping of the site were made with three alternative quotations having been received. Members gave consideration to the quotations, checking for both accuracy and compliance with the specification provided. **Resolved** to instruct the Shaw Trust, effective as of 1<sup>st</sup> June 2015, for a 12 month period.

**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 give consideration to any potential action required regarding auto-enrolment for the provision of a pension for parish council employees

The law on workplace pensions has changed. All employers are legally required to automatically enrol certain staff into a pension scheme and make contributions. Further investigations are required in to the NEST option with details relating to leaving the scheme and transfer costs being obtained. A report is to be prepared and forwarded at the next meeting for further consideration.

**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 19.45pm.

**Chairman:**