

## BURGHFIELD PARISH COUNCIL

### Minutes of the Governance & Finance Committee Meeting

**Date:** Thursday 18<sup>th</sup> May 2017 **Time:** 6.30pm.

**Place:** Burghfield village hall committee room

**Present:** Mr M Paterson-Borland Mr P Lawrence

Mr I MacFarlane

**Attending:** Clerk to the Parish Council

**Apologies:** Mr D Godding 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 16 March 2017, 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 Year End closedown procedure was completed successfully with all reporting having been undertaken and prepared accordingly.
- iii) The Nationwide off shore account has been closed with an on shore account now fully operational.

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

Members were advised of the notification from West Berks Council received, requesting acknowledgement for the deposit of £20,250.19 CIL monies. The documentation was signed for return to West Berks Council by the clerk in the presence of the committee.

**5. Accounts**

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

A request was present from Tadley Age Concern for consideration to be given to a donation for the running of the lunch club.

Proposed by Mr P Lawrence, seconded by Mr I Macfarlane and **resolved** unanimously to donate £100.

*(Local Government Act 1972, s 137)*

A request was present from the Burghfield Santa's for consideration to be given to a donation towards the provision of safety barriers for the Box Cart Bash on the 25<sup>th</sup> June.

Proposed by Mr P Lawrence, seconded by Mr I Macfarlane and **resolved** unanimously to donate £1,000 for use in the provision of safety barriers. A copy of the invoice identifying the overall costs of the barriers is to be provided.

*(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 15 May 2017 were presented and the figures noted. The current percentage expenditure of 1.2% 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 Audit report for 2016/2017

Current legislation requires the Parish Council to appoint an internal auditor. The final audit report for the year ended 31 March 2017 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. No items were highlighted within the action plan to be addressed. Thanks were expressed by members present to the clerk for a successful audit.

- iv) To receive the Statement of Accounts for the financial year ended 31st March 2017

**Resolved** that the detailed Statement of Accounts for the year ended 31 March 2017 be endorsed and presented to the Parish Council for adoption accordingly. 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.

The notice of date of commencement of period for the exercise of public rights - accounts for the year ended 31st March 2017 is to be published on the parish council website. Anyone can inspect the accounts between 16<sup>th</sup> June and 28th July, and registered electors in the parish can question the auditor about the accounts

- v) To review reserves currently held by the council and determine any movements required.

Members present gave consideration as to whether any movements were required between the RCP and the General reserves. The council are currently at the planning stage of a capital project for the provision of a community hub, which is estimated to be of significant cost. Until further details are ascertained all monies currently held by the council are to remain within accessible accounts.

- iii) To receive an update in relation to the Savings Accounts held by the PC

Confirmation was provided in relation to the off shore international savings account having been brought onshore. All members are confirmed as official signatories.

## 6. **Governance & Compliance**

- i) To receive the quotations for the renewal of the parish council insurance due 1st June 2017 and approve the allocation accordingly.

It was noted that Came & Co had evaluated the requirements of the parish council considerably; recommending Inspire Insurers were instructed for a three year period.

**Resolved** to request Came & Company instruct Inspire Insurance Company to undertake the full insurance of the council's assets and obligations as per policy schedule from 1st June 2017 for a fixed period of 3 years.

Proposed by Mr M Paterson-Borland, seconded by Mr P Lawrence and **resolved** unanimously.

- i) To consider any actions in relation to the potential installation of a Community Hub

To date, over 620 responses have been received regarding the potential installation of a Community Hub on the Common Recreation Ground. Upon collation and analysis of the responses received, a full report is to be presented for consideration by members.

The working party have begun to progress the project accordingly and determine the specifics within the building prior to employing an architect. An initial outline plan, with estimated costs, is to be prepared for consideration by full council in September. The working party are scheduled to meet again on Thursday 8<sup>th</sup> June 2017.

- ii) To receive an update to the potential upgrade of the parish council website and allocate sufficient funds for the upcoming financial year

Following further investigation, it was determined by members that the cost of upgrading the parish website would be minimal but require a dedicated person to work on the project. Members present **resolved** to allocate £2,000 to the build of the website. Proposed by Mr P Lawrence, seconded by Mr I Macfarlane.

- iii) To give consideration to succession planning for the upcoming Chairmanship role in May 2018

Members present discussed a potential hand over period for the upcoming chairmanship of the council in May 2018.

Further to advice obtained, the Standing Orders are to be reviewed regarding the length of term the Chairman can remain in office. The proposed wording is to be circulated to committee members for final approval prior to being presented at full council for consideration.

## 7. **Policies & Templates**

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

The Clerk provided an update of all policies currently held by the council, advising of any specific policies due for review throughout the year. Each policy is to be reviewed in turn and presented for approval accordingly.

## 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 detailed report will be presented at the next meeting.

Members present gave consideration to the closure order for the churchyard at St. Mary's

**Clerk to action**

Church and subsequent request for the parish council to undertake the maintenance as of 31<sup>st</sup> December 2017. Members present resolved unanimously to present a **recommendation** to full council for the maintenance to be devolved to the parish council. Funds have been allocated throughout the budgeting process for the previous 2 years to ensure the parish council was financially prepared to undertake the maintenance.

A copy of the latest quintessential report has been requested from the church for review.

9. **EXCLUSION OF PRESS AND PUBLIC**

**Resolved** unanimously by members present, 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 leaves the meeting during consideration of the following items:

**Staffing**

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

Members present gave consideration to the approaching mid-year performance reviews for all council employed staff. The clerk provided a verbal update, answering any questions raised in relation to the performance of staff. Members present expressed their thanks for the detailed report and for the clerk's daily management of staff.

Due to the resignation of the cleaner at the pavilion, an interim cleaner was instructed to ensure a continuous service. The standard of cleaning during the interim period has been to the satisfaction of members, with the interim cleaner having been asked if interested in taking the role on permanently. Following an expression of interest, members present **resolved** unanimously to offer permanent employment with immediate effect.

10. **Matters for future discussion**

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

**Conclusion:** The Chairman declared the meeting closed 19.55pm.

**Chairman:**