

BURGHFIELD PARISH COUNCIL

Minutes of the Governance & Finance Committee Meeting

Thursday 2nd November 2017

Place: Burghfield village hall committee room

Present: Mr M Paterson-Borland Mr P Lawrence
Mr N Morse Mr C Greaves

Attending: Clerk to the Parish Council

Apologies: Mr D Godding Mr I MacFarlane

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 9 October 2017, having been circulated, were confirmed a correct record and signed by the presiding Chairman.

3. Matters Arising on the Minutes

- i) Mr M Paterson-Borland advised that he had undertaken detailed review of the effectiveness of the internal audit process on behalf of the committee. The document will be presented at the next committee meeting for approval.

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

Members were updated in relation to the village hall cleaner.

5. 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. **Resolved** unanimously by members present to exclude the press and public.

Staffing

- i) To receive an update from the appointments sub-committee following the advertisement for an assistant to the parish clerk.

The minutes of the Appointments subcommittee meeting held on Friday 20th October 2017, having been circulated, were confirmed a correct record and signed by the presiding Chairman. The recommendations contained therein were considered by members present.

- ii) To receive the recommendation from the Appointments sub-committee for the appointment of the Assistant to the Parish Clerk

The following proposal was presented to the Finance committee for their consideration and approval that:

- 1) Mrs Claire Stroud is appointed to the post of Assistant to the Parish Clerk with effect from Monday 13th November 2017, subject to a probationary period of 3 months.
Resolved unanimously by members present to employ Mrs Claire Stroud, commencing Monday 13th November, 2017. Proposed by Mr M Paterson-Borland, seconded by Mr P Lawrence and resolved unanimously.

- iii) To receive the recommendation from the Appointments sub-committee for the terms and conditions for the position of Assistant to the Parish Clerk

The following proposal was presented to the Finance committee for their consideration and approval that Mrs Claire Stroud be employed as follows:

- 1) That the commencing salary be on spinal column point 21 in accordance with the approved NALC Salary Scales for Local Council Clerks, and that the commencing weekly hours be 15 subject to review at the end of a 3 month probationary period.
2) That any expenses are reimbursed in accordance with approved policy.

Resolved unanimously by members present to employ Mrs Claire Stroud on SSP 21 for 15 hours per week for an initial 3 month probationary period. All expenses are to be reimbursed in accordance with approved policy.

- iv) To give consideration to any specific equipment required for the employment of the assistant to the parish clerk

Further to a detailed review of the office equipment and accommodation, it was identified that a number of enhancements are required to ensure legal requirements are complied with. The clerk is to purchase any necessary equipment for the smooth operation of the office as well as items identified to ensure full legal compliance.

6. Accounts

- i) To consider any specific projects for inclusion within the revenue and capital estimates for financial year 2018/2019

Committee members discussed suggested the following projects alongside a potential precept increase being required. The committee chairman was each asked if any specific funding projects had been identified for inclusion within the estimates.

- IT systems refresh
- Village hall security entry system upgrade
- Community Hub
- Outdoor gym equipment
- Devolved services

Upon completion of the annual estimates and capital expenditure incorporating the above projects, the Finance committee will determine whether a precept increase is required.

7. Governance & Compliance

- i) To review the councils IT systems and determine suitable upgrades for the future

Due to the various locations being utilised for the working of the office staff, quotations have been requested for the remote hosting of the server to enable access to council files from any location for both the Clerk and the Assistant Clerk. Three providers are to be identified with quotations requested for review. An assessment of services to be provided is to be undertaken for incorporation within the quotations being obtained.

Further clarification is to be sought from both West Berks Council & SLCC with regard to the GDPR in May 2018 to determine the steps required for full compliance.

Following discussions in relation to the distribution of paperwork to members, and use of the cloud for accessing documents, a briefing paper is to be prepared for presentation to full council in January regarding the council moving to electronic and cloud based only.

8. Matters for future discussion – Village hall entry system

9. To receive items for information only

Conclusion: The Chairman declared the meeting closed 19.28pm

Chairman: