

BURGHFIELD PARISH COUNCIL

Minutes of the Governance & Finance Committee Meeting

Date: Thursday 2nd October 2015 **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 N Morse

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 Thursday 23 July, having been circulated, were confirmed a correct record and signed by the presiding Chairman.

3. Matters Arising on the Minutes

- i) All Section 137 requests approved at the previous meeting have been distributed accordingly.
- ii) An article relating to the recent installation of Solar panels at the village hall was placed in the newsletter to advise parishioners.
- iii) A Star Gardening Services have started their contract for the maintenance of the Burial ground
- iv) Further investigations have been made into the provision of workplace pensions.

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

No requests had been received for consideration by the committee.

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

The budget comparison figures for the period 1 April to 15 October 2015 were presented and the figures noted. The current percentage expenditure of 61.3% 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.

6. Governance & Compliance

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

Further to the meeting held to progress the issue of a licence renewal between the Scouts and the Montessori nursery, the parish council solicitor was asked to prepare a letter to the scouts explaining the parish council would waive the clause referring to 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 valued services. Upon review of the license prepared by the Scouts solicitor, a number of queries requiring further details were raised. A further meeting will be held with the scouts once answers to the queries have been obtained.

- ii) To consider the requests received for any capital schemes and projects for inclusion within the estimates for financial year 2015/2016 from the various Committees upon the council

Members considered any additional schemes or projects required in the preparation of the estimates of expenditure for the forthcoming financial year:

Skate Park Refurbishment project - £150,000
Increase of £2,500 to the budget for Tree Surgery - £7,500

To review the draft estimates presented for financial year commencing 1 April 2016

Members received a schedule of probable income and expenditure calculations, based on the anticipated outturn for the current year and the committed revenue expenditure for the following year. The figures were based on the revenue consequences of previous capital

programs and the administrative and operational requirements necessary to meet the parish council running expenses and objectives. Members gave consideration to any alterations to the proposed figures and to policy decisions that would involve additional expenditure. As in previous years, the pay structure for all staff would be reviewed during the coming financial year. Recommended that the draft revenue and capital estimates as presented, incorporating the above amendments and capital projects, be submitted to the Parish Council for full approval. Proposed by Mr M Paterson-Borland, seconded by Mr N Morse and **resolved** unanimously.

iv) To update the Banking Mandate for members of the committee to be authorised users

All members completed the required documentation for the authorisation of access to the online banking system for the current financial year.

7. **Policies & Templates**

To receive the draft application for grant funding for voluntary organisations under the Local Government Act 1972, Section 137

Members present gave consideration to the draft template presented for local organisations to complete when applying for grant funding from the parish council. Proposed by M D Godding, seconded by Mr P Lawrence and **resolved** unanimously that all future applications presented to the parish council for their consideration are to be completed using the template. A copy of the template is to be placed on the parish council website.

To receive the draft event questionnaire to assist in ascertaining any associated risk

Members present gave consideration to the draft template presented for local organisations to complete if applying for permission from the parish council to hold an event of parish owned land. Proposed by Mr I Macfarlane, seconded by Mr D Godding and **resolved** unanimously that all future applications presented to the parish council for their consideration are required to be completed using the template. A copy of the template is to be placed on the parish council website

To give consideration to the protocol when communicating with planning & developers

A protocol for dealing with developers in respect of pre-planning application is to be draft and presented at the next scheduled meeting for consideration by members.

8. **Administration: Burial Ground**

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

The clerk provided a verbal report regarding the newly appointed maintenance contractor at the burial ground. Regular meetings are being held to ensure the works are prioritised accordingly with a review scheduled after an initial 3 month period.

9. **Staffing**

i) To consider any issues regarding council's employees

A quotation for the monthly preparation of wages and pension payments by an external company was presented to members for their consideration. Proposed by Mr M Paterson-Borland, seconded by Mr I Macfarlane and **resolved** unanimously to instruct DCK Beavers to undertake the monthly payroll requirements from the beginning of the new financial year. Further guidance and assistance is to be sought from DCK Beavers in the preparation of workplace pensions.

ii) To give consideration to any action required regarding auto-enrolment 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. **Resolved** unanimously to write to all eligible members of staff regarding their right to a workplace pension. Details relating to the NEST scheme are to be forwarded to assist staff in determining contribution levels required.

10. **Matters for future discussion** - Parish Plan Action plan review, funding plan for the refurbishment of the skate park

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

Conclusion: The Chairman declared the meeting closed at 19.37pm

Chairman: