

BURGHFIELD PARISH COUNCIL

Minutes of the Governance & Finance Committee Meeting

Date: Thursday 7th February 2019 **Time:** 7.00pm

Place: Burghfield village hall committee room

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

Attending: Clerk to the Parish Council Assistant Clerk to the Parish Council

Apologies: None

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 29th November 2018, having been circulated, were confirmed a correct record and signed by the presiding Chairman.

3. Matters Arising on the Minutes

- i) The precept request, having been approved at full council, has been submitted to West Berks Council accordingly.
- ii) Staff appraisals have been undertaken and completed accordingly.

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

Members present were advised of a request presented by the Scouts for a name change on the lease in relation to sub-letting of the hut for educational purposes. Concerns were expressed regarding subletting and a potential breach of lease by the scouts. Members requested a meeting with the scouts is scheduled to determine an action plan and resolution agreeable to all parties involved.

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:

*Proposed by Mr M Paterson-Borland, seconded by Mr P Lawrence and **resolved** unanimously to exclude the public and press accordingly.*

Staffing

- i) To consider any issues regarding council's employees
Members present gave consideration to the approaching end of financial 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.
- ii) To discuss Staff appraisals undertaken for the financial year 2018/2019
Staff appraisals have been completed with a verbal report being presented by the clerk for consideration by members.
- iii) To review the salary payments for the new financial year commencing 1st April 2019
The performances and employment rates of direct employees were evaluated by members present. Resolved that the resultant payments as set out in the attached confidential sheet, appended to the minutes in the official minute book, be applied with effect from the 1 April 2019. Proposed by Mr I MacFarlane, seconded by Mr P Lawrence and **resolved** unanimously.

6. Accounts

- i) To consider requests for donations under Section 137 of the Local Government Act 1972
No grant applications had been submitted for consideration by members.
- ii) To receive the budget comparison figures for the current financial year.
The budget comparison figures for the period 1 April to 7 February 2019 were presented and the figures noted. The current percentage expenditure of 78.5% 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 Interim Audit report for financial year 2018/2019

Current legislation requires the Parish Council to appoint an internal auditor. The interim audit report for financial year 2018/2019 has 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. The items highlighted within the action plan were discussed with appropriate measures discussed for implementation to ensure they are addressed accordingly. Thanks were expressed by members present to the clerk. Finance Committee to see debtors over 60 days each quarter.

iv) To confirm the arrangements for the Year End Closedown procedures

Proposed by Mr I Macfarlane, seconded by Mr M Paterson-Borland and **resolved** unanimously that due to the rigorous audit procedures in place, authority be delegated to the clerk to complete the year end process with the assistance of DCK Accounting.

v) To receive and approve the Direct Debit payments schedule for the financial year

A schedule of Direct Debit payments paid to date and scheduled to the financial year end were reviewed and subsequently approved by members accordingly.

vi) To acknowledge the cash deposit transfers received

Members present acknowledged the two cash deposits received into the parish council account for the allotment rents and a refund from survey monkey to enable an upgraded service. The parish council bank has established a cash deposit system for use with the local Post office for any future cash deposits.

vii) To give consideration to the quotation received from WBC for the printing of the parish newsletter

A quotation from West Berks Council for the printing of the parish newsletter was received and considered by members present. **Resolved** unanimously to continue with the existing supplier due to the quotation not being competitive.

7.

Governance & Compliance

i) To determine any specific actions required in relation to the Community Hub

The clerk verbally updated members in relation to progress to date regarding the Community Hub. All actions are being dealt with accordingly by the Community Hub committee, in accordance with the timescale.

ii) To give consideration to the financing and fund raising required for the Community Hub

Members present gave consideration to the funding of the community hub. The draft cost plan had been received, with estimating costs of £1.6 million, plus VAT, for the overall build. Members determined that upon presentation of the revised business plan, with accompanying forecasts of projected income, the specific figures for grant funding and allocations from both reserves and a PWLB will be considered in further detail.

8.

Policies & Templates

i) To determine the policies scheduled for review by the committee

Members **resolved** unanimously that a further review of the policy should take place to ensure it is sufficiently robust and reflective of best practice requirements. The policy is to be represented to members at the next scheduled meeting for their consideration.

9.

Administration: Burial Ground

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

Members present acknowledged that further landscaping of the burial ground is to be considered. A design is to be requested from the parish councils approved landscaper for further consideration.

ii) To give consideration to the schedule of maintenance required for the maintenance of St. Mary's Churchyard during financial year 2019/2020.

Members present gave consideration to the maintenance schedule required at the existing churchyard, determining that further discussions would be held in the spring to determine a schedule with the probation service and volunteers.

10.

Matters for future discussion - village hall improvements

11.

To receive items for information only - None

Conclusion: The Chairman declared the meeting closed 21.00pm

Chairman: