

BURGHFIELD PARISH COUNCIL

Minutes of the Governance & Finance Committee Meeting

Date: Thursday 4th April 2019 **Time:** 7.00pm

Place: Burghfield village hall committee room

Present: Mr I MacFarlane Mr P Lawrence
Mr D Godding Mr C Greaves

Attending: Clerk to the Parish Council

Apologies: Mr N Morse, Mr M Paterson-Borland

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 7th February 2019, having been circulated, were confirmed a correct record and signed by the presiding Chairman.

3. Matters Arising on the Minutes

- i) A meeting with the Scouts is to be established to discuss the request for name change on the lease in relation to the sub-letting of the hut for educational purposes
- ii) Local garden maintenance companies were contacted to provide quotations for the maintenance of the burial ground following the retirement of the existing contractor.

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

Members present gave consideration to the request received from a parishioner regarding the display of councillor email addresses and personal contact details. Members present **resolved** unanimously that a request be presented to the webmaster for the email addresses to e listed next to each councillor for ease of access.

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 C Greaves, 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

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.

Members present discussed the request to review and increase revenue generated by the hire of the village hall. The Village hall manager is to present an action plan to the Community committee at their next scheduled meeting for the promotion and marketing of the premises for the next 6 month period.

To ensure full GDPR compliance, and to assist the Community Hub committee with their business plan, a further request is to be presented for all enquiries of potential hire of the hall to be logged, with responses being sent via email only. The log is to enable a picture to be built of space and specific hire times being enquired after.

The village hall email is to be amended to a @burghfieldparishcouncil.gov.uk address as soon as possible.

ii) To give consideration to the introduction of the Green Commute initiative for staff

Members present gave consideration to the introduction of the 'Green Commute Initiative' for staff members to purchase a bike through a salary sacrifice scheme for commuting to and from home to work. Members approved the scheme, in principle, pending further investigation into the company promoting the initiative. Following further business checks proving satisfactory, the scheme is to be initiated and available for staff members accordingly.

6. Accounts

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

A request was present by the Burghfield Residents Association for consideration to be given to a donation towards the provision of a Marquee for the upcoming May Fayre.

Proposed by Mr I Macfarlane, seconded by Mr P Lawrence and **resolved** unanimously to donate the full net cost of the marquee and associated equipment at a value of £3,500.

*(Mr D Godding declared an interest due to being an active member of the BRA)
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 31 March 2019 were presented and the figures noted. The current percentage expenditure of 94.5% 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 confirm the arrangements for the Year End Closedown procedures

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.

- iv) To determine the annual rent for allotment plots within the parish

A schedule highlighting the various allotment rentals charged locally was presented to members for consideration in conjunction with the current charges for the Burghfield allotments. Following discussions by members present, it was determined that no increase would be applied. Members reiterated the provision of the allotments being a statutory duty, providing a valued service for a number of parishioners. Should an improvement plan be implemented at either of the sites, the rent will be reviewed, in line with any associated costs for the improvements.

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.

An estimate of costs is to be obtained from the Community hub committee for the fees involved in the preparation of required documentation and application for full planning permission.

Members present **resolved** unanimously the need for an "exit" plan, with associated timescales regarding the provision of the Community hub. A request is to be presented to the Community hub committee to prepare a document highlighting the stages, upon which an exit plan will be implemented. Clearly defined points are to be determined, with maximum cost levels, to establish as and when the project becomes no longer viable for implementation.

Members present **resolved** that a request is presented to the Community hub committee for a business plan professional to complete, and subsequently review the document prior to submission for consideration by full council should full planning permission be granted for the project.

- ii) To receive an update in relation to the proposed financing of the Community Hub

Members determined that upon presentation, and subsequent approval and adoption, of the revised business plan, forecasts of projected income and accompanying figures for grant funding will be considered. Allocations from reserves and the application for s PWLB will also be considered and determined accordingly.

8. **Policies & Templates**

- i) To review the use and application of the Habitual & Vexatious policy and determine whether the policy can be applied

Members **resolved** unanimously that following a further review of the Habitual & Vexatious policy, that a letter be draft and prepared accordingly. The letter is to be considered by the parish councils appointed FOI and GDPR specialist. Upon confirmation the letter addresses the main concerns raised by the committee, it is to be presented at full council for approval and circulation to the identified individual.

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 emergency tree works were required within the churchyard following high winds at the beginning of the month. The councils approved tree warden undertook the required works to ensure the safety of the tree and users of the facility.

- ii) To receive and give consideration to the quotations received for the maintenance of the burial ground

Following the retirement of the current appointed contractor, members present gave consideration to the quotations received for the maintenance of the burial ground. Proposed by Mr P Lawrence, seconded by Mr I Macfarlane and **resolved** unanimously to instruct Ian Kendrick as of 1st May 2019 for a three-month trial period.

- 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 a proposed maintenance schedule at the existing churchyard. It was determined that monthly visits from April to October would be sufficient in ensuring the area was kept to a satisfactory standard.

Resolved unanimously to instruct Ian Kendrick to undertake the monthly maintenance of the churchyard, with immediate effect, for a three-month trial period.

10. Matters for future discussion - village hall improvements, Habitual

11. To receive items for information only - None

Conclusion: The Chairman declared the meeting closed 21.00pm

Chairman: