

BURGHFIELD PARISH COUNCIL

Minutes of the Governance & Finance Committee Meeting

Monday 4th December 2017

6.30pm

Place: Burghfield village hall committee room

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

Attending: Clerk to the Parish Council

Apologies: 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 2 November 2017, having been circulated, were confirmed a correct record and signed by the presiding Chairman.

3. Matters Arising on the Minutes

- i) The Assistant to the Parish Clerk, Mrs C Stroud, was recruited, being in post since 13th November 2017.
- ii) The necessary modifications were implemented to the parish office, and kitchen facilities, to ensure all health and safety requirements were complied with for the safe working of both the Clerk and Assistant Clerk.
- iii) Members are to be advised of the Finance Committees intention to move the council to being purely cloud based during the next financial year in an attempt to become both more cost effective and environmentally friendly.

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

Members were updated in relation to the advertisement for a replacement 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 clerk following the appointment of the assistant to the parish clerk

The Assistant to the Parish Clerk, Mrs C Stroud, began her employment with the parish council 13th November, having settled into the role quickly and effectively. A training programme is to be implemented as soon as possible.

- ii) 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 an initial 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. The clerk is to undertake staff appraisals for the Assistant Parish Clerk and the Village Hall Manager. A report, with any recommendations, will be presented at the next scheduled meeting.

- iii) To determine the schedule for undertaking staff reviews

Staff appraisals are to be carried out during December for presentation and consideration by members at the January meeting.

- iv) To give consideration to the review of salary payments for the new financial year

Members present resolved unanimously to present the Litter wardens with a Christmas bonus for the value of £75 each. Proposed by Mr M Paterson-Borland, seconded by Mr P Lawrence and resolved unanimously.

6. Accounts

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

No requests had been received prior to the meeting for consideration by the committee for grant funding.

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

The budget comparison figures for the period 1 April to 31 October 2017 were presented and the figures noted. The current percentage expenditure of 46% 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.

7. **Governance & Compliance**

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

Committee members discussed suggested projects alongside a potential precept increase being required. The committee chairman were each asked if any specific funding projects had been identified for inclusion within the estimates. 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 on the proposed figures and to policy decisions that would involve additional expenditure for new schemes. As in previous years, the pay structure for all staff would be reviewed prior to the financial year end.

The following projects were discussed by members present for inclusion within the revenue and capital estimates:

- Village hall security entry system upgrade
- Outdoor gym equipment
- Devolved services
- Library funding required for WBC - £5,715
- Provision of a Community Hub - £100,000
- IT systems refresh

Proposed by Mr P Lawrence, seconded by Mr I Macfarlane and **resolved** unanimously the above projects are incorporated within the revenue and capital estimates for presentation to the full council in January 2018.

- ii) To approve the revenue and capital estimates for the financial year commencing 1 April 2018

Further to presentation and approval at full council in January, the revenue and capital estimates as presented, are to be implemented as of 1st April 2018. Proposed by Mr P Lawrence, seconded by Mr C Greaves and **resolved** unanimously.

- iii) To recommend the amount of precept to be served upon West Berkshire District Council for 2018/19

Consideration was given to the amount of precept to be served upon West Berkshire Council. In arriving at the required amount, members were reminded of the need to ensure that the general balances, aside from those earmarked for specific purposes, were maintained at an appropriate level.

Recommended that a precept for the sum of £257,500, be served upon West Berkshire Council for the year commencing 1 April 2018. Proposed by Mr I MacFarlane, seconded by Mr Paul Lawrence and **resolved** unanimously for the recommendation to be presented to full council in January 2018.

8. **Matters for future discussion** – Village hall entry system, IT systems update, GDPR, internal audit review, Cloud based paperwork

9. **To receive items for information only**

Conclusion: The Chairman declared the meeting closed 19.20pm

Chairman: