

BURGHFIELD PARISH COUNCIL

Minutes of the Governance & Finance Committee Meeting

Thursday 15th February 2018

Time: 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 Mr N Morse

Attending: Clerk to the Parish Council

Apologies:

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 4 December 2017, 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.
- iii) Meetings with the architects for the progression of Community Hub have been completed with the

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, having been in post for 3 months, has settled into the role quickly and effectively having completed the probationary period accordingly. A training programme has been devised for implementation. Following discussions, Mrs C Stroud's working hours are to be set at 24 hours per week, effective 1st March 2018. Proposed by Mr C Greaves, seconded by Mr I Macfarlane and **resolved** unanimously.

- 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 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.

- iii) To discuss staff appraisals undertaken for financial year 2017/2018

Staff appraisals have been completed with a verbal report being presented by the clerk for consideration by members.

- iv) To review the salary payments for the new financial year commencing 1st April 2018.

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 2018. Proposed by Mr I MacFarlane, 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

A request was present by the Citizens Advice Bureau Outreach Service within Burghfield for consideration to be given to a donation for the continuation of the service within the parish. Proposed by Mr C Greaves, seconded by Mr D Godding and **resolved** unanimously to donate £1500 and the use of the village hall to ensure the values service continues within the parish.

Local Government Act 1972, s 142(2A)

A request was present by the Berkshire Vision for consideration to be given to a donation to ensure the service continues within the parish. Proposed by Mr N Morse, seconded By Mr P Lawrence and **resolved** unanimously to donate £500.

Local Government Act 1972 s 137

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 £2000.

(Mr D Godding declared an interest due to being an active member of the BRA)

Local Government Act 1972 s 137

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 69.2% 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 determine the arrangements for the Year End Closedown procedures

Members present **resolved** unanimously that the services of DCK Beavers would not be required again this financial year to undertake the year end closedown as of 31st March 2018. The clerk is to complete the closedown procedure with the assistance of RBS if required. Proposed by Mr I Macfarlane, seconded by Mr M Paterson-Borland and **resolved** unanimously that due to the audit procedures in place authority be delegated to the clerk to complete the year end process with the assistance of RBS if deemed necessary.

7. Governance & Compliance

i) To determine an action plan for obtaining funding for the Community Hub

Members present gave consideration to potential funding streams available for the Community Hub, identifying that further investigations were required in relation to the following possibilities:

- West Berks Council
- Greenham Common Trust
- Volunteer Centre, West Berkshire
- Englefield Estates
- Landfill
- Football Foundation/Sport England
- PWLB

Members discussed repayments required for varying levels of financing from the PWLB. Proposed by Mr P Lawrence, seconded by Mr C Greaves that the upper limit of loan to be requested from the PWLB would be set at £500,000. The remainder of the project is to be funded by grants obtained. The recommendation is to be considered at full council in March.

ii) To receive an update and consider the request for funding for the continued operation of the Burghfield & Mortimer Handybus

Members of the Burghfield & Mortimer Handybus Service presented a business plan requested a financial contribution from the parish council to ensure the service continued following the withdrawal of funding from West Berks Council. A contribution was being sought from Burghfield, Mortimer and Sulhamstead, being proportionate to the number of users from each of the parishes. Members present **resolved** unanimously to recommend to full council a financial contribution of £2529 is forwarded to ensure the continuation of the service for financial year 2017/2018.

iii) To consider any actions required in preparation of the new GDPR regulations being implemented in May 2018.

Members present requested a data audit is undertaken to ensure the council is, where possible, processing personal data fairly and lawfully to ensure full compliance with the new regulations, effective May 2018.

iv) To give consideration to the request presented by Stratfield Mortimer Parish Council to work collaboratively to undertake a Youth Consultation

A request was presented by Stratfield Mortimer Parish Council for the parish council to work collaboratively on a youth consultation project scheduled for both The Willink and St. Mary's Primary School. Members present **resolved** unanimously to thank Stratfield Mortimer Parish Council for contacting the parish council to request collaborative working but their offer would be declined at this moment in time. Due to a number of Burghfield specific projects scheduled, the parish council will be looking to enlist the help of Berkshire Youth independent from Stratfield Mortimer.

- v) To give consideration to the request for funding from the NDP Steering Committee for required consultation

Members discussed the funding required by NDP Steering Committee for the initiation of a questionnaire for incorporation within the Parish Plan Refresh document scheduled for distribution later in the year. Due to time constraints of the meeting, members present **resolved** unanimously to delegate authority to Mr P Lawrence & Mr M Paterson-Borland to review the presented documents and formulate a procedure for the NDP to follow in the application of funding.

8. Administration: Burial Ground

- i) To receive an update following notification from Burghfield St. Mary's in relation to the Closure Order of the churchyard and the transfer of maintenance of the site.

Members gave consideration to the proposal presented by St. Marys Church in relation to the transfer of the maintenance of the churchyard prior to the works requested by the parish council being completed. Due to meeting time constraints, the item was deferred for consideration at the next scheduled meeting.

- ii) To approve the wording in relation to Cremated remains for incorporation within the Burial Ground Regulations

Members approved the specific wording for incorporation within the Burial Ground regulations regarding Cremated remains. Due to meeting time constraints, the item was deferred for consideration at the next scheduled meeting.

Matters for future discussion – Village hall entry system, IT systems update, GDPR, Burial Ground Transfer.

9. To receive items for information only

Conclusion: The Chairman declared the meeting closed 19.45pm

Chairman: