

## BURGHFIELD PARISH COUNCIL

### Minutes of the Governance & Finance Committee Meeting

**Date:** Monday 10<sup>th</sup> July 2017 **Time:** 7.30pm.

**Place:** Burghfield village hall committee room

**Present:** Mr M Paterson-Borland Mr P Lawrence

Mr I MacFarlane Mr N Morse

Mr D Godding

**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 18 May 2017, having been circulated, were confirmed a correct record and signed by the presiding Chairman.

**3. Matters Arising on the Minutes**

- i) The Annual Statement of Accounts have been completed and submitted to the external auditors for review.
- ii) The proposed wording in relation to the length of service for the chairman upon the council was presented and approved accordingly for incorporation within the council's standing orders.
- iii) The insurance policy provided through Came & Co has been renewed for a further three years.

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

No urgent items required immediate attention by members of the committee.

**5. Accounts**

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

Members present gave consideration to a request received from The Rosemary Appeal for a donation towards the provision of specialist Cancer care. **Resolved** unanimously to donate £500. Proposed by Mr P Lawrence, seconded by Mr N Morse and resolved unanimously.

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

The budget comparison figures for the period 1 April to 9 July 2017 were presented and the figures noted. The current percentage expenditure of 17.6% 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.

Members present acknowledged that the cost centres and associated coding's required updating. Specific coding's to be incorporated to ensure detailed analysis of the services being provided.

**6. Governance & Compliance**

- i) To receive an update in relation to the upgrade of the parish council website

Members present gave consideration to the quotations received for the upgrade of the parish council website. Proposed by Mr M Paterson-Borland, seconded by Mr N Morse and **resolved** unanimously to instruct The App Office to develop the parish council website in line with the design brief provided.

**7. Policies & Templates**

- i) To receive an update of policies held by the council for the ensuing municipal year

The Clerk provided an update of all policies currently held by the council, advising of any specific policies due for review throughout the year. Each policy is to be reviewed in turn and presented for approval accordingly.

**8. Administration: Burial Ground**

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

Following the resolution at the previous parish council meeting to undertake the maintenance of the closed churchyard as of 31<sup>st</sup> December 2017, members present resolved to allocate £10,000 in the new financial year to ensure the parish council is financially prepared to undertake the maintenance.

The existing churchyard rules are to be reviewed in conjunction with the parish council's rules for the newly provided burial ground to ensure consistency and avoid any confusion going forward.

A detailed review of the parish council's obligations for the existing churchyard upon transference of the maintenance is to be undertaken. A report is to be presented at the next meeting for consideration.

**9. EXCLUSION OF PRESS AND PUBLIC**

**Resolved** unanimously by members present, 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 leaves the meeting during consideration of the following items:

**Staffing**

- i) To give consideration to the employment of temporary assistance during the summer break

Members present gave consideration to the employment of Miss I Macfarlane as a temporary assistant during the summer period with tasks delegated by the Clerk. A flexible approach to the working hours is to be adopted, with timesheets being signed by the Clerk and counter signed by Mr M Paterson-Borland at the end of each week. A rate of £9.00 per hour is to be applied to the role with immediate effect. Proposed by Mr P Lawrence, seconded by Mr N Morse and **resolved** unanimously

Members present gave consideration to the employment of a permanent assistant to the Clerk. Draft documentation was forwarded for review. Recommendations will be considered at the next scheduled meeting with the intention of advertising the post during September.

- ii) To determine the Terms and conditions relating to the temporary assistance

Resolved unanimously to purchase a laptop to the value of £1,500 for use by the temporary assistant during the summer period. Access to all financial, personal and sensitive information will be restricted.

**10. Matters for future discussion – new councillor arrangements, advertisement of assistant to the clerk**

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

**Conclusion:** The Chairman declared the meeting closed 21.00pm

**Chairman:**