

## BURGHFIELD PARISH COUNCIL

### Minutes of the Governance & Finance Committee Meeting

**Date:** Thursday 16<sup>th</sup> March 2017 **Time:** 6.30p.m.

**Place:** Burghfield village hall committee room

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

**Attending:** Clerk to the Parish Council

**Apologies:** Mr I MacFarlane 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 26 January 2017, having been circulated, were confirmed a correct record and signed by the presiding Chairman.

**3. Matters Arising on the Minutes**

- i) All approved Section 137 donations have been processed accordingly and forwarded to the relevant organisations.
- ii) DCK Bevers have been advised that there services are not required for the Year End closedown procedure this March.
- iii) The Nationwide off shore account has been closed accordingly.
- iv) Liaison was held with the parish council solicitor to determine the criteria relating to the deeds for the Common Recreation Ground.
- v) The donation to Burghfield & Mortimer Handybus has been forwarded accordingly.

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

Members were advised that damage had been caused to a local resident's fence and gazebo when a parish owned tree limb fell in the recent storms. The fence has been repaired accordingly with a quotation provided for a replacement Gazebo. Members **resolved** unanimously to forward a gesture of goodwill to the resident to enable the damaged garden furniture to be replaced accordingly.

**5. Accounts**

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

A request was present by Burghfield Residents Association for consideration to be given to a donation for the provision of a marquee at the upcoming May Fayre. Proposed by Mr P Lawrence, seconded by Mr C Greaves and **resolved** unanimously to donate £1500 and the use of the BBQ's for the event to assist in reducing overall costs. Confirmation is to be provided the funds are to be utilised for the Marquee only.

(Mr D Godding declared an interest in the item, being a 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 13 March 2017 were presented and the figures noted. The current percentage expenditure of 56% 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 an update in relation to the Savings Accounts held by the PC

Confirmation was provided in relation to the off shore international savings account having been brought onshore. Members present signed the new mandate identifying the signatories. A further savings account is to be investigated to ensure the safeguarding of parish money. Details are to be presented at the next meeting for further consideration.

- iv) To give consideration to the proposal received from the supplier in relation to the Christmas tree on the Hatch Recreation Ground

Members present gave due consideration to the proposal presented by the Christmas tree supplier to reimburse the council the monies paid for the 5 year maintenance and guarantee programme. Members **resolved** unanimously to request the refund and for the tree to be removed upon drier weather conditions.

**6. Governance & Compliance**

- i) To consider any actions in relation to the potential installation of a Community Hub

Discussions were held at full council regarding the potential of a "Community Hub" being installed for the provision of local services and to meet the needs of the local community. An article was included within the newsletter circulated to every household within the parish, with a questionnaire for completion being available for viewing and download via the parish council website and Facebook page. To date, the responses received have been positive. A full report will be presented at the next full council meeting. A working party has been initiated to progress the project accordingly and determine the specifics within the building prior to employing an architect. An initial outline plan, with estimated costs, is to be prepared for consideration by full council in September. The working party have scheduled their first meeting for Thursday 23<sup>rd</sup> April at 6.30pm.

**Clerk to action**

- ii) To give consideration to the recommendation presented by the Communications Committee to upgrade the parish council website and allocate sufficient funds for the upcoming financial year

Members present gave consideration to the recommendation presented by the Communications committee to upgrade the parish council website. It was suggested the upgrade be in line with the site currently active for Stone Parish Council. Options are to be investigated with a quotation being obtained for the refresh.

The current website providers are to be asked to host only until the new website has been built and becomes live.

- iii) To give consideration to succession planning for the upcoming Chairmanship role in May 2018

Members present discussed a potential hand over period for the upcoming chairmanship of the council in May 2018. Members of the full council are to be asked to give consideration as to who may be interested in undertaking the role of Chair and Vice-chair.

## 7.

### Policies & Templates

- i) To receive the draft Grievance Procedure document

A Grievance procedure document was presented and received by members. **Resolved** unanimously to adopt and implement the policy with immediate effect. Proposed by Mr P Lawrence, seconded by Mr C Greaves and resolved unanimously to adopt and implement

- ii) To receive the draft Hire Conditions and agreement for outside bodies using the Common Recreation Ground

The draft Hire conditions for outside bodies using the Common Recreation Ground was presented and received by members. **Resolved** unanimously to adopt and implement the policy upon a few minor amendments, with immediate effect.

- iii) To receive the flowchart highlighting the procedure in relation to Declaring Interests at Meetings for councillors

Members present received the updated flow chart in relation to Declaring an Interest at meetings for councillors. The chart is to be distributed to all councillors at the next full council meeting for their information. A copy of the flow chart is also to be attached to the Code of Conduct documentation and reviewed annually.

## 8.

### Administration: Burial Ground

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

A quotation for the planting of large trees and shrubs at the burial ground was considered by members present. Additional design ideas and accompanying quote are to be obtained to provide a detailed comparison. A detailed report will be presented at the next meeting.

**Clerk to action**

- ii) To receive an update in relation to the Closure Order and maintenance of Burghfield St. Mary's Churchyard commencing December 1st 2017.

Notification was presented by St. Mary's Burghfield of the final closure notice having been obtained by the Diocese for the closure of the Churchyard. The PCC formally resolved to request the parish council to undertake the maintenance of the churchyard effective 1<sup>st</sup> December 2017. Upon further investigation, the clerk provided clarification that the correct legal procedures had been followed with the request for maintenance to be devolved to the parish council under the Local Government Act 1972, s 215. A copy of the latest quintessential report is to be requested from the church for review.

**Clerk to action**

## 9.

### 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:

**Staffing**

- i) To consider any issues regarding council's employees

The cleaner for the Pavilion will cease her duties mid-April due to the football season having come to an end. Alternative arrangements have been put in place during the interim period for legionnaires compliance.

10.

**Matters for future discussion**

11.

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

**Conclusion:** The Chairman declared the meeting closed 19.55pm.

**Chairman:**