

BURGHFIELD PARISH COUNCIL

Minutes of the Governance & Finance Committee Meeting

Date: Thursday 17th May 2018 **Time:** 7.45pm.

Place: Burghfield village hall committee room

Present: Mr M Paterson-Borland Mr P Lawrence

Mr I MacFarlane Mr N Morse

Mr C Greaves

Attending: Clerk to the Parish Council

Apologies: Mr D Godding

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 April 2018, 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) The Year End closedown procedure has been completed successfully with all reporting having been undertaken and prepared accordingly.
- iii) A revised quotation was obtained for undertaking detailed Youth consultation within the parish. Berkshire Youth are to present at the next full council meeting the overall objectives of the consultation.

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

Following discussion at the May parish council meeting, members present reviewed the objectives set for the consultation being proposed by Berkshire Youth. The following objectives were determined:

- In support of the Parish Plan refresh and to ensure the local Youth are engaged following the lack of response in previous years
- Obtain views and engage regarding the potential use and requirements of the Community Hub
- Ideas for the refurbishment of play area and the skate park.

An overview of the objectives is to be presented to Berkshire Youth with a request the upper limit of funding is set at £3,500. Clarification regarding the payment terms is also to be obtained for clarification.

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:

i) **Staffing**

To consider any issues regarding council's employees

Following the resignation of the village hall cleaner, two quotations were received and reviewed by members present from local cleaning companies.

Proposed by Mr C Greaves, seconded by Mr N Morse and **resolved** unanimously to instruct Elite Cleaning with immediate effect for 4 hours weekly.

A meeting was held with the village hall manager to discuss potential developments at the village hall in the future and issues surrounding the implementation of GDPR. Further investigations are to be made into the introduction of an online booking and invoicing system, a code generated entrance system and electric entrance gates.

The clerk advised that Miss S Eagle had tendered her resignation as litter warden. An advert is to be placed within the newsletter advertising the vacant position.

6. Accounts

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

There had not been any applications for grant funding received prior to the meeting for consideration by members.

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

The budget comparison figures for the period 1 April to 16 May 2018 were presented and the figures noted. The current percentage expenditure of 11.3% 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 the final Audit report for 2017/2018

Current legislation requires the Parish Council to appoint an internal auditor. The final audit report for the year ended 31 March 2018 is to be circulated via email due to a delay in the auditor being able to prepare the report following their visit. Members of the Governance & Finance Committee noted that Auditing Solutions Ltd have confirmed the Parish Council continues to have effective systems in place to ensure transactions were reflected accurately in the Statement of Accounts. No immediate items were highlighted. Thanks were expressed by members present to the clerk for a successful audit.

- iv) To receive the Statement of Accounts for the financial year ended 31st March 2018

Resolved that the detailed Statement of Accounts for the year ended 31 March 2018 be endorsed and presented to the Parish Council for adoption accordingly. Following members approving the figures presented within the Statement of Accounts, the Annual return documentation was completed accordingly for presentation to the parish council for full endorsement and approval at the next scheduled meeting. Proposed by Mr N Morse, seconded by Mr I Macfarlane and **resolved** unanimously.

The notice of date of commencement of period for the exercise of public rights - accounts for the year ended 31st March 2017 is to be published on the parish council website. Anyone can inspect the accounts between 4th June and 6th July, and registered electors in the parish can question the auditor about the accounts

- v) To review reserves currently held by the council and determine any movements required.

Members present gave consideration as to whether any movements were required between the RCF and the General reserves. The council are currently at the planning stage of a capital project for the provision of a community hub, which is estimated to be of significant cost. Until further details are ascertained all monies currently held by the council are to remain within accessible accounts. The council continues to maintain a prudent approach to its reserves held, particularly in anticipation of further devolved services from the local authority.

- iii) To receive an update in relation to the Savings Accounts held by the PC

Confirmation was provided in relation to the various savings accounts held by the parish council and the associated signatories.

7. **Governance & Compliance**

- i) To receive the quotations for the renewal of the parish council insurance due 1st June 2018 and approve the allocation accordingly.

Resolved to request Came & Company instruct Inspire Insurance Company to undertake the full insurance of the council's assets and obligations as per policy schedule from 1st June 2018.

Proposed by Mr M Paterson-Borland, seconded by Mr P Lawrence and **resolved** unanimously.

- 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, in accordance with the timescale.

- ii) To receive an update in relation to the GDPR rulings effective as of May 2018

Members present acknowledged the recent development regarding the appointment of a DPO (Data Protection Officer).

The House of Commons this week, during the Report Stage, accepted a Government amendment to the Data Protection Bill, the effect of which will be to remove all parish, town and community councils, parish meetings and Charter Trustees in England and Wales from the initial requirement that they must appoint a Data Protection Officer. A decision is awaited. Upon further discussion, members present resolved to utilise the services being provided by BALC for the provision of a DPO if required for a retainer fee of £100 annually. Proposed by Mr P Lawrence, seconded by Mr Paterson-Borland and **resolved** unanimously.

Members present resolved unanimously to request the clerk to undertake a data protection impact assessment (DPIA) and implement necessary measures to ensure compliance

where required. Details from the assessment will be reported at the next scheduled meeting.

Members discussed the need for separate parish council email addresses for all councillors to ensure compliance with the GDPR regulations. **Resolved** unanimously to present to all councillors at the next full council meeting regarding the need for individual councillor emails to be established as soon as possible.

8. Policies & Templates

- i) To undertake a full and detailed review of all 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. Any amendments required following the implementation of the GDPR are to be incorporated accordingly.

9. Administration: Burial Ground

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

The maintenance of the new burial ground continues to be undertaken to a high standard. The map of the burial plots has been reviewed and re-drawn following the allocation of the Cremated remains plots. The map is to be incorporated within the online burials booking system.

- ii) To receive an update following the request from St. Mary's Church to transfer the maintenance of the site prior to the action points identified being fully addressed

A formal letter has been presented to St. Mary's Church advising the council would not be willing to take on the maintenance of the church yard until the points previously raised had been addressed and the site passed on in a satisfactory and acceptable condition.

10. Matters for future discussion

11. To receive items for information only - None

Conclusion: The Chairman declared the meeting closed 20.40pm

Chairman: