

BURGHFIELD PARISH COUNCIL

Minutes of the Governance & Finance Committee Meeting

Date: Thursday 17th November 2016 **Time:** 6.30p.m.

Place: Burghfield village hall committee room

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

Attending: Clerk to the Parish Council

Apologies: Mr C Greaves 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 Thursday 23 September 2016, 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) All councillors have received a copy of the "Behaviour as a representative of Burghfield Parish Council" policy with a recommendation to include a disclaimer at the end of their personal email addresses.
- iii) The @burghfieldparishcouncil email addresses are fully operational.

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

Nationwide have advised of their intention to close their International arm in the summer of 2017. Details have been provided for the conversion of the account to an on-shore account. A review of all savings accounts currently held by the parish council with options regarding both longer term and fixed rate accounts is to be undertaken with presentation at the next meeting for further consideration.

5. Accounts

- i) To consider requests for donations under Section 137 of the Local Government Act 1972
No applications have been received requesting grant funding for this period.
- ii) To receive the budget comparison figures for the current financial year.
The budget comparison figures for the period 1 April to 31 October 2016 were presented and the figures noted. The current percentage expenditure of 42.1% 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 give consideration to any financial implications following the proposed budget cuts by WBC specifically affecting Burghfield for financial year 2017/2018.
Members present received an update further to the presentation of further budget cuts being proposed by WBC for financial year 2017/2018. Specific financial implications the cuts could pose upon the parish were discussed. A meeting is to be scheduled with WBC to determine an action plan in relation to the following points raised:
 - the devolution of services to the parish, specifically environmental
 - the potential transfer of assets from WBC to BPC. Upon receipt of a list of possible assets, discussions will be held to determine costs involved.

6. Governance & Compliance

- i) To receive an action plan in relation to the potential initiation a feasibility study for the potential development and implementation of a Community Interest company

Further to the budget cut proposals being received from WBC, and the outcome of the needs assessment for library services within the parish, members discussed at full council the potential of a "Community Hub" being initiated by the parish council for the provision of services and to meet the needs of the local community. Members resolved unanimously that "In Principle" the provision of a Community Hub was the way forward. The Governance & Finance Committee initiated an action plan to progress the project recommending a "CIC" (Community Interest Company) be initiated in the first instance to enable the project and its

feasibility to be investigated and explored fully. The assistance of individuals identified as being specialists within this particular field are to be recruited to progress accordingly.

The following actions were determined by the committee and **resolved** unanimously for progression of the project:

- 1) An overview of a Community Interest Company and its place within the community is to be presented to the parish council in January for their further consideration.
 - 2) Upon confirmation from the parish council the project is to be progressed accordingly, the objectives of the CIC, with its accompanying Community Interest Statement, is to be developed for approval by the Parish Council highlighting the aims and purpose of the CIC within the community.
- ii) To consider any specific projects for inclusion within the revenue and capital estimates for financial year 2017/2018

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.

Due to concerns being raised in relation to the perceived value for money in the provision of a PCSO within the parish, a presentation is to be prepared for the parish council to consider the benefit of the service versus the financial implications.

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

- *Provision of assistant clerk - £10,000*
- *Provision of a Community Hub - £30,000*
- *Library Provision / potential funding required for WBC - £20,000*
- *Handybus support – £20,000*
- *NDP Development & support - £5,000*

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 2017.

- iii) To approve the revenue and capital estimates for the financial year commencing 1 April 2017

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 2017. Proposed by Mr P Lawrence, seconded by Mr C Greaves and **resolved** unanimously.

- iv) To recommend the amount of precept to be served upon West Berkshire District Council for 2016/17

Consideration was given to the amount of precept to be served upon the District 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, a 1% inflationary increase on the previous year, be served upon West Berkshire Council for the year commencing 1 April 2017. Proposed by Mr I MacFarlane, seconded by Mr Paul Lawrence and **resolved** unanimously for the **recommendation** to be presented to full council in January 2017.

7.

Policies & Templates

- i) To approve the Village Hall late payment form

Members present gave consideration to the late payment template form to be utilised by the Village Hall Manager. **Resolved** unanimously to implement with immediate effect. The Village Hall Manager is to keep a file with the master documents, with copies provided to the clerk for filing.

8.

Administration: Burial Ground

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

All items are being dealt with in accordance with council policy with no specific areas of concern or issues to note.

9.

Staffing

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

No issues were raised for consideration. A new cleaner has been instructed for the pavilion.

- ii) 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.

- iii) To give consideration to the review of staff 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.

10. Matters for future discussion – Hire agreement for the Common Recreation Ground with outside bodies, a review of the various processes undertaken.

To receive items for information only - None

Conclusion: The Chairman declared the meeting closed 19.40pm.

Chairman: