

BURGHFIELD PARISH COUNCIL

Minutes of the Governance & Finance Committee Meeting

Date: Thursday 27th September 2018 **Time:** 6.30pm.

Place: Burghfield village hall committee room

Present: Mr M Paterson-Borland Mr P Lawrence
Mr D Godding Mr N Morse

Attending: Clerk to the Parish Council

Apologies: Mr I MacFarlane 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 5 July 2018, having been circulated, were confirmed a correct record and signed by the presiding Chairman.

3. Matters Arising on the Minutes

- i) A brief for potential grant funders for the proposal of the Community hub is being developed for distribution.
- ii) Councillor emails are in progress with a view to them becoming live upon the completion of the new website.
- iii) Staff laptops are in the process of being encrypted, as requested at the previous meeting.
- iv) A lone working policy is being developed as requested.

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

No items requiring urgent attention were brought to the attention of the committee.

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

The clerk provided a verbal update to members present regarding parish council employees, advising there were no issues requiring any action.

Members present discussed the need for a staffing review for the overall management and operation of the parish council. Due to the proposal for a Community Hub, the Community hub committee are to present their staffing requirements for the operation of the hub for consideration within the review. Proposed by Mr N Morse, seconded by Mr D Godding and **resolved** unanimously.

6. Accounts

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

Members present gave consideration to a request presented by Together in Mission requesting a grant of £500 to provide a contribution towards the running costs of Silver Sunday, some pre-Christmas events and a concert at the Willink. **Resolved** unanimously to request more specific details as to the exact event the donation is being requested for. Upon receipt of further information, the donation requested is to be represented.

Members present gave consideration to a request presented by Together in Mission requesting a grant of £500 to provide a contribution towards the overall costs in providing School Pastors at the Willink Secondary School. **Resolved** unanimously to request more specific details as to the exact requirement the donation is being requested for. Upon receipt of further information, the donation requested is to be represented.

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

The budget comparison figures for the period 1 April to 26th September 2018 were presented and the figures noted. The current percentage expenditure of 41.7% 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 signed off external audit report and accounts for the year ended 31 March

2018

The Annual Return for the year ended 31 March 2018 having been signed off is awaiting return from PJK Littlejohn, the external auditors appointed by the Audit Commission. Confirmation was provided that the Annual Return was in accordance with proper practices, relevant legislation and regulatory requirements had been met. Thanks, were expressed by members present to the clerk for a successful audit

- iv) To determine any specific action required relating to the display of the Notice of the Exercise of Electors Rights

Members present considered the concerns raised by a member of the public in relation to the erection of the Notice of Electors Rights to inspect the accounts. Confirmation was provided that the notice had been displayed on the parish council noticeboard within the village hall for the prescribed period of Monday 11th June 2018 to Friday 20th July 2018 inclusive, the required 30 working day period. Members present confirmed the legislative requirements were adhered to. **Resolved** unanimously that no further action was required.

- v) To consider any specific projects for inclusion within the revenue and capital estimates for financial year 2019/2020

Committee members are to discuss at their relevant meetings with suggested projects being presented to the Governance & Finance Committee at the next meeting for consideration alongside any potential precept increase being required. The Community Hub committee are also to be provided with the opportunity to present any financial requirements for the upcoming financial year.

7. Governance & Compliance

- 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.

Members present gave consideration to the appointment of an alternative Quantity Surveyor for the review of the revised design and associated cost plan for the proposed Community Hub. Proposed by Mr P Lawrence, seconded by Mr D Godding and **resolved** unanimously to instruct Rider Levitt Bucknall to undertake RIBA stages 0-4 in the first instance. Morse Webb architects are to be advised to instruct as soon as possible for a revised cost plan. It was confirmed by members present that the appropriate due diligence was undertaken prior to the meeting to ensure all requirements were met in determining the most suitable

- ii) To consider the effectiveness of the councils Risk Assessment documentation for the current financial year.

In accordance with the guidance in the updated Practitioners Guide, members reviewed the councils risk assessment, covering both financial and operational risks. Members were satisfied that the current system was effective in ensuring the council remained up to date with their responsibilities. **Resolved** unanimously to adopt the Risk Assessment for full operation for a further financial year.

- iii) To give consideration to the council's current IT systems and determine whether any upgrading is required.

Resolved unanimously to purchase a Dell Latitude laptop for the parish clerk following the continued issues being experienced with the current laptop.

- iv) To give consideration to the upgrading and updating of the village hall booking and entry systems

A key code is to be installed on the entrance door to the West Wing with immediate effect.

Further to a presentation of a potential online booking system, further investigation is to be undertaken to ensure the requirements for the Community hub fit within the remit of the proposed system.

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. A schedule of policies for the Community Hub is to be compiled with documents relating to the various service providers to also be included.

9. Administration: Burial Ground

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

A request was received for the installation of a Memorial bench at the burial ground. Members resolved unanimously to grant permission for the bench. Liaison is to be held with the clerk to determine the exact location.

- 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

Following the presentation of a formal proposal from St. Mary's Church advising they would be passing over the maintenance of the churchyard, responsibility has now passed to the parish council, effective as of 1st September 2018. Mr P Lawrence and the parish clerk attended a site meeting to determine works completed and outstanding to date at the time of the handover.

Members present received the tree report from the church, reviewing any immediate action required. A total of 6 trees were identified as requiring works within 3 months. The survey is to be forwarded to the parish councils preferred contractor for quotation. Upon confirmation from the PCC the required legal documents have been requested from the Diocese, works are to be instructed as soon as possible.

10.

Matters for future discussion

11.

To receive items for information only - None

Conclusion: The Chairman declared the meeting closed 19.44pm

Chairman: