

BURGHFIELD PARISH COUNCIL

Clerk: Mrs Cally Morris
Burghfield Parish Council, PO Box 7381, Reading RG1 9XP
Tel: 0118 970 1754 Email: burghfieldclerk@gmail.com

NOTICE OF MEETING

You are requested to attend a meeting of the **Governance & Finance Committee** to be held in the village hall, west wing committee meeting room on:

Date: Thursday 4th April 2019

Time: 7.00pm

Place: Burghfield Village hall meeting room

1. To receive apologies for absence & written requests for Disclosable Pecuniary Interests

2. Minutes of the last Meeting

To approve the Minutes of the last meeting of the Committee held on Thursday 7th February 2019.

3. Matters Arising on the Minutes

4. To deal with any items requiring URGENT attention

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:

5. Staffing

- i) To consider any issues regarding council employees
- ii) To give consideration to the introduction of the Green Commute initiative for staff

6. Accounts

- i) To consider requests for donations under section 137 of the Local Government Act 1972
- ii) To receive the budget comparison figures for the current financial year.
- iii) To confirm the arrangements for the Year End Closedown procedures
- iv) To determine the annual rent for allotment plots within the parish

7. Governance & compliance

- i) To determine any specific actions required in relation to the Community Hub
- ii) To receive an update in relation to the proposed financing of the hub

8. Policies & Templates

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- i) To review the use and application of the Habitual & Vexatious policy and determine whether the policy can be applied

9. Administration: Burial Ground

- i) To receive an update & consider any administrative issues in the daily operation of the burial ground
- ii) To receive and give consideration to the quotations received for the maintenance of the burial ground
- iii) To give consideration to the schedule of maintenance required for St. Mary's Churchyard for financial year 2019/2020.

10. Matters for Future Discussion

11. Items for Information Only