

BURGHFIELD PARISH COUNCIL

Minutes of the Governance & Finance Committee Meeting

Date: Thursday 5th July 2018 **Time:** 6.30pm.

Place: Burghfield village hall committee room

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

Attending: Clerk to the Parish Council

Apologies: 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 17 May 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 documentation has been completed with all documentation having been forwarded to the external auditors accordingly.
- iii) Berkshire Youth presented to the full council to discuss how they could help the council meet the overall objectives of the consultation.

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

Members gave consideration to the purchase of a replacement marquee cover at the cost of £199. **Resolved** unanimously to purchase as soon as possible.

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 successful advertising of the vacancy for litter wardens, Mr M Bibby and Ms S Legg have been appointed with immediate effect.

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 1st July 2018 were presented and the figures noted. The current percentage expenditure of 21.2% 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 was circulated via email to members. Members of the Governance & Finance Committee noted that Auditing Solutions Ltd confirmed the Parish Council continued 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.

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.

A further review of available funding, and reserves held by the council, for funding the community hub is to be undertaken. A brief, to accompany the grant application template, is to be provided, highlighting the aims and objectives of the project and questions to be presented to each potential funder.

A meeting is to be established prior to the end of July with Parkinson Partnership regarding VAT implications of the project.

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

Members present noted that the GDPR documentation was to be re-presented at the next full council meeting for approval and subsequent implementation.

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.

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

Members discussed the encryption of staff laptops to ensure full protection of data and compliance with GDPR requirements. Investigations are to be made for the implementation of the additional security systems.

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

A meeting has been established with WBC to review the online booking system they have developed. A report highlighting the potential of the system for use and implementation at the village hall will be provided at the next meeting. Electronic entry systems, as additional software, will be investigated further to a fully electronic booking and entry 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. Any amendments required following the implementation of the GDPR are to be incorporated accordingly.

A request was presented for policies in relation to the physical security and lone working of staff members, particularly at parish owned properties, is to be compiled for approval at the next scheduled meeting.

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 has been 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

Following the presentation of a formal proposal from St. Mary's Church advising they would be passing over the maintenance of the churchyard, a meeting was held. The outcome of the meeting determined that the church wished the council to take responsibility as of 1st September 2018. Members determined that the area would initially be made safe with the current level of maintenance evident at the site would then continue to be maintained accordingly. Liaison is to be held with the Probation Service to ensure dates are set for the forthcoming growing season. Given the sensitivity of the subject, a note is to be included within the next newsletter to advise parishioners of the decisions taken by the parish council.

10.

Matters for future discussion

11.

To receive items for information only - None

Conclusion: The Chairman declared the meeting closed 19.45pm

Chairman: