

# BURGHFIELD PARISH COUNCIL

Clerk: Mrs Cally Morris  
Burghfield Parish Council, PO Box 7381, Reading RG1 9XP  
Tel: 0118 983 1748 Email: [clerk@burghfieldparishcouncil.gov.uk](mailto:clerk@burghfieldparishcouncil.gov.uk)

## NOTICE OF MEETING

In accordance with the Local Government Act (LGA) 1972, Schedule 12, paragraphs 10 (2) (b) you are summoned to attend a meeting of the **Governance & Finance Committee**. The meeting will be held on Thursday 27<sup>th</sup> February 2020 at 6.30pm at Burghfield Village Hall, Recreation Road, Burghfield RG7 3EN for the transaction of business as set out in the Agenda below.

**Date:** Thursday 27<sup>th</sup> February 2020 **Time:** 6.30pm

**Place:** Burghfield Village hall meeting room

### 1.02 Apologies for Absence

To report, approve and record apologies for absence (and the reasons) from members of the Parish Council

### 2.02 Declaration of any personal or financial interests

In accordance with the requirements of the process for dealing with member's standards matters, to disclose and declare all personal or financial interests including those of a partner/spouse on any Agenda item (as recorded in the Register of Member's Financial and Other Interests form).

### 3.02 Applications for Dispensations

To consider and grant any applications from members who may have a personal/financial interest in a specific matter under consideration.

### 4.02 Minutes of the last Meeting

To approve the Minutes of the last meeting of the Committee held on 21<sup>st</sup> November 2019.

### 5.02 Clerks update

### 6.02 To deal with any items requiring URGENT attention

### 7.02 To give consideration to the co-option of additional members upon the committee following an expression of interest

### 8.02 **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:*

### 9.02 **Staffing**

- i) To give consideration to the formation of a Staffing Committee and determine membership
- ii) To determine the Terms of Reference for the Staffing Committee

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- iii) To consider any immediate issues regarding council employees
- iv) To receive a report from the Clerk following Staff appraisals
- v) To request the Staffing Committee review the salary payments for the new financial year commencing 1st April 2020 upon its formation

## **10.02 Accounts**

- i) To consider requests for donations under section 137 of the Local Government Act 1972 received
- 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 receive and approve the Direct Debit payments schedule for the new financial year

## **11.02 Governance & compliance**

- i) To receive an update in relation to the financing and fund raising required for the Community Hub
- ii) To determine any specific actions required in relation to the Community Hub
- iii) To receive the question presented by Cllr J Ansell in relation to the provision of allotments, rental and water.

## **12.02 Policies & Templates**

- i) To receive an update following a review of policies held by the council for the ensuing municipal year

## **13.02 Administration: Burial Ground**

- i) To receive an update & consider any administrative issues in the daily operation of the burial ground
- ii) To receive an update in relation to the schedule of maintenance for St. Mary's Churchyard for current financial year

## **14.02 Matters for Future Discussion**

## **15.02 Items for Information Only**