

## BURGHFIELD PARISH COUNCIL

### Minutes of the Governance & Finance Committee Meeting

**Date:** Thursday 6<sup>th</sup> June 2019 **Time:** 7.00pm

**Place:** Burghfield village hall committee room

**Present:** Mr I MacFarlane (Chair) Mr C Greaves  
Mr T Ansell Mrs C Jackson-Doerge

**Attending:** Clerk to the Parish Council

**Apologies:** 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 4th April 2019, having been circulated, were confirmed a correct record and signed by the presiding Chairman.

**3. Matters Arising on the Minutes**

- i) No items were identified that are not already contained within the main body of the agenda.

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

Members signed the banking mandates accordingly to reflect the change in membership upon 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:*

*Proposed by Mr C Greaves, seconded by Mr T Ansell and **resolved** unanimously to exclude the public and press accordingly.*

**Staffing**

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

The clerk provided a verbal update, answering any questions raised in relation to the performance of staff. Members present expressed their thanks for the detailed report and for the clerk's daily management of staff.

Members present discussed the request to review and increase revenue generated by the hire of the village hall. The Village hall manager is to implement the following actions to increase the overall promotion and marketing of the premises:

- Investigations into software for online bookings and an online calendar displaying availability
- The West Wing Committee room is to be marketed to local businesses with the tea & coffee and lunch options being available.
- Links with local catering suppliers are to be established for the provision of lunch and associated beverages for hirers of the hall
- An auto responder is to be set on the [villagehall@burghfieldparishcouncil.gov.uk](mailto:villagehall@burghfieldparishcouncil.gov.uk) email address advising all enquiries are to be responded to within 48 hours
- Invoicing to be established via email only with an aim to go paperless
- The village hall mobile number is to be removed from the website and used in case of an emergency only
- A Burghfield village hall specific website is to be established

To assist the Community Hub committee with their business plan all enquiries from potential hirers of the hall are to be logged, with responses being sent via email only. The log is to enable a picture to be built of space and specific hire times being enquired after.

Members present resolved unanimously the above points are to be instigated prior to the 1<sup>st</sup> September 2019.

- ii) To approve the introduction of the Green Commute initiative for staff

Members present **resolved** unanimously to the introduction of the 'Green Commute Initiative' for staff members to purchase a bike through the salary sacrifice scheme. The scheme is to be initiated and available for staff members accordingly on the basis of one bike per employee. Proposed by Mrs C Jackson-Doerge, seconded by Mr C Greaves and

**resolved** unanimously.

- iii) To confirm the councils responsibilities in relation to the provision of a pension for employees

All eligible members of staff were previously written to regarding their right to a workplace pension with details relating to the NEST scheme being forwarded to illustrate the varying contribution levels. Due to the council having employed an additional member of staff, members considered their responsibilities in relation to the provision of a pension scheme. A letter is to be forwarded to the assistant clerk regarding the schemes available for their consideration. A deadline date for a response of 30<sup>th</sup> June 2019 was determined for eligible members of staff to express a wish to join a scheme. After careful consideration by members present it was proposed to enrol Mrs C Stroud on the LGPS. Proposed by Mrs C Jackson-Doerge, seconded by Mr T Ansell and **resolved** unanimously.

## 6. Accounts

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

A request was present by the Citizens Advice Outreach Service for consideration to be given to a donation towards the provision of their service within Burghfield. Members reviewed the accompanying accounts and resolved not to forward a donation for the current financial year due to monies remaining from the previous year. A request is also to be presented for the accounts to be updated to reflect the donation of the Burghfield village hall for CAB meetings.

A request was present by the organisers of the Burghfield Family Bike Ride for consideration to be given to a donation towards the provision of the Family Bike Ride event scheduled for Sunday 9<sup>th</sup> June 2019. Proposed by Mr C Greaves, seconded by Mr T Ansell and **resolved** unanimously to donate £285.00.  
(Local Government Act 1972 s 137)

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

The budget comparison figures for the period 1 April to 1<sup>st</sup> June 2019 were presented and the figures noted. The current percentage expenditure of 12.2% 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 2018/2019

Current legislation requires the Parish Council to appoint an internal auditor. The final audit report for the year ended 31 March 2019 was circulated to members accordingly. Members of the Governance & Finance Committee noted that Auditing Solutions Ltd had confirmed the Parish Council continues to have effective systems in place to ensure transactions were reflected accurately in the Statement of Accounts. Members gave consideration to the action points presented by the auditor with actions undertaken accordingly. Thanks were expressed to the clerk for a successful audit.

- iv) To receive the Statement of Accounts for the financial year ended 31st March 2019

**Resolved** that the detailed Statement of Accounts for the year ended 31 March 2019 be endorsed and presented to the Parish Council for adoption accordingly. Following members approving the figures presented within the Statement of Accounts, the Annual return documentation was completed accordingly for presentation to the parish council for full endorsement and approval at the next scheduled meeting. Proposed by Mr C Greaves, seconded by Mrs C Jackson-Doerge and **resolved** unanimously.

The notice of date of commencement of period for the exercise of public rights - accounts for the year ended 31st March 2019 is to be published on the parish council website. Anyone can inspect the accounts between 17<sup>th</sup> June and 26<sup>th</sup> July 2019.

- v) To review reserves currently held by the council and determine any movements required.

Members present gave consideration as to whether any movements were required between the RCF and the General reserves. Due to the council being at the planning stage for the potential provision of a community hub, all monies currently held by the council are to remain within accessible accounts. The council continues to maintain a prudent approach to reserves held, particularly in anticipation of further devolved services from the local authority.

- vi) To receive an update in relation to the Savings Accounts held by the PC

Confirmation was provided in relation to the various savings accounts held by the parish council and the associated signatories.

## 7. Governance & Compliance

- i) To determine any specific actions required in relation to the Community Hub

Members present **resolved** a request is to be presented to the Community hub committee to prepare a document highlighting the stages upon which an exit plan will be implemented. Clear exit points are to be determined, with maximum cost levels provided to establish as and when the project is no longer viable for implementation.

Members present **resolved** that the Community hub committee are to present the completed business plan as soon as possible. The document is to be reviewed by the finance committee prior to submission to full council should full planning permission be granted for the project.

- ii) To receive an update in relation to the proposed financing of the Community Hub

Members determined that upon presentation, and subsequent approval and adoption, of the revised business plan, forecasts of projected income and accompanying figures for grant funding will be considered. Allocations from reserves and the application for a PWLB will also be considered and determined accordingly.

- iii) To determine any specific actions regarding a potential breach of lease in relation to the use of the Scout hut

Members present discussed the terms of the Scout lease in relation to the use of the hall. Members present suggested a meeting is established with an authorised representative of the Scout group to confirm the permitted activities. Formal meetings are to be scheduled on a quarterly basis to maintain communication between the council and the scout group.

8.

### **Policies & Templates**

- i) To determine the schedule for the review and updating of policies held by the parish council during the new municipal year

An updated schedule of policies requiring review during the current municipal year was provided. A review of the policies held is to be incorporated within the relevant agendas for consideration.

9.

### **Administration: Burial Ground**

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

No issues were identified as requiring discussion by members present.

- ii) To receive an update in relation to the maintenance of the burial ground

Following the retirement of the current appointed contractor, the newly appointed grounds maintenance team are operating at full capacity and in accordance with the specification set. Thanks were expressed to the clerk in ensuring a smooth transition.

- iii) To receive an update to the schedule of maintenance required at St. Mary's Churchyard.

Due to the weather conditions, the grounds maintenance team has suggested that additional maintenance is required at St. Mary's churchyard, specifically during May, June and July. The proposal to increase from monthly to fortnightly cuts during the initial three-month growing period was considered by members present. Monthly visits from July through to September would remain in place to ensure the area was kept to a satisfactory standard.

Proposed by Mr T Ansell, seconded by Mrs C Jackson-Doerge and **resolved** unanimously to instruct Ian Kendrick Garden Services to undertake fortnightly maintenance required during May, June and July and then monthly through to October for the maintenance of the churchyard, with immediate effect.

10.

**Matters for future discussion** - Village hall improvements

11.

**To receive items for information only** - None

**Conclusion:** The Chairman declared the meeting closed 21.20pm

**Chairman:**