



NOTICE OF MEETING

In accordance with the *Local Government Act (LGA) 1972, Schedule 12, paragraphs 10 (2) (b)* you are summoned to attend a virtual meeting of Burghfield Parish Council.

The meeting will be held on **Thursday 4th June 2020, at 6.30pm** virtually for the transaction of business as set out in the Agenda below. (Please contact the Clerk to register your interest)

This meeting will be held in a virtual format in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panels Meetings) (England and Wales) Regulations 2020 ("the Regulations").

Cally Morris
Clerk to Burghfield Parish Council

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

2.06 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).

3.06 Applications for Dispensations

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

4.06 To receive the minutes of the last Parish Council meeting held on 24 March 2020

5.06 Co-option

- i) To consider the application for the Casual Vacancy on the Council and co-opt a new Councillor.
- ii) To receive the signed Acceptance of Office from the newly co-opted Councillor.

6.06 Clerks update

7.06 To receive a verbal report from the Chairman

8.06 Questions to the chairman previously submitted in writing

9.06 Delegated Decisions

- i) To note the decisions taken by the Clerk, and approved by the Chair and Vice-Chair, under delegated powers during the Coronavirus lockdown period

10.06 To receive a report in relation to the Village Hall and the schedule of payments for June 2020.



11.06 To receive the minutes of the meeting of the Governance & Finance Committee held virtually on 21 May 2020 approve the recommendations therein

- i) To receive the 'Protocol for Remote Meetings' policy.
- ii) To receive the 'Remote Meetings Guidelines for the Public' policy
- iii) To receive the addendum to the Standing Orders relating to virtual meetings

12.06 To receive the minutes of the meeting of the Staffing Committee held virtually on 13 May 2020 and approve the recommendations therein

13.06 To receive a summary of planning applications observations submitted to WBC

14.06 Notice of Proposal's received from Cllr G Harris

i) Proposal 1:

Whilst online video conferencing is being used to facilitate Council and committee proceedings, all matters which are to be discussed after the Exclusion of Press and Public, should be dealt with PRIOR to the Exclusion.

(This will prevent those excluded from not being party to matters on an Agenda after the exclusion. This will ensure that all members of the public can be present for all items which they are entitled to be)

The motion is seconded by Cllr Andrea Hales

ii) Proposal 2:

Council and committee decisions should only be made at a properly convened meetings and to facilitate this the Council should now re-instate a full programme of committee meetings.

(Zoom conferencing has proved successful so there is no reason why it cannot be utilised and to re-start council functioning)

The motion is seconded by Cllr Andrea Hales

iii) Proposal 3:

Details of any meeting of committee members or council members is noted and published on the parish website. Importantly, any ad-hoc and 'catch-up' meetings should be specifically recorded, particularly if decisions have been made at those meetings.

(Decisions made should be available to be seen by members of the public).

The motion is seconded by Cllr Andrea Hales

iv) Proposal 4:

All decisions made whilst delegated authority has been in force, should be listed and published on the Parish website.

(This maintains openness and accountability)

The motion is seconded by Cllr Andrea Hales

v) Proposal 5:

Any e-mail request to 'express views' or 'give consideration' etc to matters should be replied to and copied to all other committee members or council members as

BURGHFIELD PARISH COUNCIL

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the case may be.

(As with normal meetings, whether face to face or 'virtual', matters are discussed and debated in public (with the exception of staffing matters) and everyone has the ability to hear what everybody else has to say. By copying everybody into responses, openness is maintained).

The motion is seconded by Cllr Andrea Hales

15.06 Financial Matters

- i) Bank Account Reconciliation Statement as at 31 May 2020
- ii) Accounts for Payment
- iii) To receive an update in relation to the end of year Financial Statements and changes in legislation regarding the AGAR (*Annual Governance & Accountability Review*)

16.06 To consider the suitability of projects eligible to receive grant funding from a Members Bid

17.06 Matters for Future Discussion - To consider any matters accepted by the Chairman for discussion and/or inclusion on a future Council/Committee agenda. (Discussions will not be minuted)

18.06 Items for information

Close of meeting

Members are reminded that the Council, and individual Councillors, have a general duty to consider the following matters in the exercise of any of its functions:

The Code of Conduct, Behaviour as a Representative of Burghfield Parish Council Equal Opportunities (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime and Disorder, Health & Safety and Human Rights.