

# 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

You are summoned to attend a meeting of the **Governance & Finance Committee**. The meeting will be held on **Thursday 21<sup>st</sup> May 2020 at 6.30pm** virtually for the transaction of business as set out in the Agenda below.

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").

**Date:** Thursday 21<sup>st</sup> May 2020 **Time:** 6.30pm

**Place:** Virtually via Zoom

<https://us02web.zoom.us/j/82785355680?pwd=WXhMK1EvY2lpWEo4T2ZiNE1HazEvZz09>

(Please contact the Clerk to register your interest)

### 1.05 Apologies for Absence

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

### 2.05 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).

### 3.05 Applications for Dispensations

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

### 4.05 Clerks update

### 5.05 Accounts

- ii) To receive the budget comparison figures for the current financial year.
- iv) To receive an update following the Year End Closedown & Audit procedures

### 6.05 Governance & compliance

- i) To review the 'Dignity at Work & harassment Policy' and determine its implementation
- ii) To give consideration to the review of the Standing orders in relation to Councillor Conduct, specifically regarding the scrutiny of officers

### 7.05 Policies & Templates

- i) To receive and subsequently adopt the 'Protocol for Remote Meetings' policy.
- ii) To receive and subsequently adopt the 'Remote Meetings Guidelines for the Public' policy

### 8.05 Administration: Burial Ground

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

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## **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:*

### **9.05 Staffing**

- i) To receive an update regarding council employees and their duties during Covid-19
- ii) To review the status of the Village Hall and its employees following the outbreak of Covid-19
- iii) To receive an update in relation to Staff appraisals

### **10.05 Matters for Future Discussion**

### **11.05 Items for Information Only**