

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

NOTICE OF MEETING

You are summoned to attend a meeting of the **Governance & Finance Committee**. The meeting will be held on **Thursday 18th March 2021 at 7.45pm**, virtually for the transaction of business 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 18th March 2021 **Time:** 7.45pm
Place: Virtually via Zoom
Meeting ID: 813 6089 4122 **Password:** 912691

1.03 **Apologies for Absence**

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

2.03 **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).

3.03 **Applications for Dispensations**

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

4.03 **Minutes of the last Meeting**

To approve the Minutes of the last meeting of the Committee held on 24 February 2021

5.03 **To receive a presentation from the CCLA regarding a Public Deposit Fund**

6.03 **Clerks update**

7.03 **Accounts**

- i) To receive the budget comparison figures for the current financial year.
- ii) To receive an update regarding the refurbishment of the village hall
- iii) To review the Investment Strategy and consider its suitability for presentation to full council for approval and subsequent adoption
- iv) To confirm the arrangements for the Year End Closedown procedures
- v) To receive and approve the Direct Debit payments schedule for the new financial year
- vi) To review the number of plots allocated to non-parishioners and give consideration to the annual rental

8.03 **Governance & compliance**

- i) To receive an update in relation to any Freedom of Information or email requests received
- ii) To receive an update in relation to the Year End closedown procedures

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9.03 **Administration: Burial Ground**

- i) To receive an update & consider any administrative issues for the burial ground

10.03 **Matters for Future Discussion**

11.03 **Items for Information Only**

12.03 **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:

13.03 **Staffing Committee**

- i) To receive an update from the Staffing Committee of issues pertaining to HR matters upon the council
- ii) To consider any immediate issues regarding council employees following recommendation from the staffing committee

Close of meeting