

## BURGHFIELD PARISH COUNCIL

### Minutes of the Governance & Finance Committee Meeting

<b>Date:</b>	<b>Thursday 15<sup>th</sup> October 2020</b>	<b>Time:</b>	<b>6.30pm</b>
<b>Place:</b>	<b>Virtually via Zoom</b>		
<b>Present:</b>	Mr I MacFarlane Mr T Ansell Mrs C Jackson-Doerge Ms L Sharp	Mr C Greaves Mrs J Ansell Mr I Morrin	
<b>Attending:</b>	Clerk to the Parish Council	3 members of the public	
<b>Apologies:</b>	None		

The Chairman opened the meeting by reiterating that questions from parishioners were at his discretion and that a total of 15 minutes would be allocated accordingly. The chairman, to ensure fairness for all residents in attendance, stated that a maximum time of 3 minutes was allocated to each individual. The session would close after 15 minutes to ensure all remaining business upon the agenda could be transacted. Residents were reminded that upon closure of the question time, they were in attendance in an observational capacity only and to not cause a disturbance.

An allotment holder asked for clarification as to whether a report forwarded had been circulated to members of the committee.  
The report had been received that afternoon and therefore not circulated as requested. The chairman advised that the guidelines stipulate questions are to be forwarded the day before a meeting to be considered.

An allotment holder requested clarification as to whether £10,000 remained in the Ear Marked Reserves (EMR) for the potential provision of standpipes at the Common allotment site.  
The chairman reminded those present that the allotments sub-committee had requested the EMR be reincorporated into general reserves upon the outbreak of Covid-19.

#### **1.10 Apologies for Absence**

To report, approve and record apologies for absence (and the reasons) from members of the Parish Council  
No apologies for absence were received.

#### **2.10 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).

Members present did not declare any personal or financial interests.

#### **3.10 Applications for Dispensations**

To consider and grant any applications from members who may have a personal/financial interest in a specific matter under consideration.  
No applications were received prior to the meeting by members present.

#### **4.10 Minutes of the last Meeting**

The minutes of the last meeting held on 25 June 2020 having been circulated, were confirmed a correct record, and signed by the presiding Chairman.

#### **5.10 Clerks update**

All items are being dealt with at the relevant point in the agenda.

## 6.10 **To deal with any items requiring URGENT attention**

Members received an update from the Clerk in relation to the land encroachments at the boundary line of the Hatch Allotments.

Resolved: The Community Committee obtain further clarification and investigate the options for repossession of the land. The details contained within the Enclosure Award are to be clarified via the parish council's solicitor, specifically in preparation for any potential request for the sale of the land. A public meeting will be scheduled for Burghfield residents to decide whether the land should be sold, if deemed a viable option.

## 7.10 **Accounts**

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

No applications were presented for consideration.

- ii) To receive an update in relation to the external audit and accounts for the year ended 31 March 2020

Due to the change in submission dates for 2019/2020, the final external audit report is awaited.

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

The budget comparison figures for the period 1 April to 1st October 2020 were presented and the figures noted. The current percentage expenditure of 36% 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.

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

Members reviewed the level of reserves held, acknowledging that the monies exceeded the recommended 6-12 months annual precept as contingency. The council wishes to maintain a prudent approach to reserves held, particularly in anticipation of further projects requiring financing. **Resolved** unanimously to reduce the reserves held to be in line with government recommendations.

Members discussed the use of reserves for financing various upcoming projects within the parish, prioritising their importance to ensure the benefit to the community is in accordance with the level of spend.

- v) To receive a report of CIL monies held and received to date

Members received an update report of CIL monies held, being advised that the total in reserves from CIL to be £89,849. A further £11,500 remains in reserves from S106 Monies, totalling £101,000 held.

- vi) To determine the annual rent for allotments for 2021/22

Members reviewed the rents applied to both the Common and Hatch allotment sites. Legislation determines that allotments are to be provided (*Small Holdings and Allotments Act 1908, s 23*) as part of the Health & Well being of its parishioners.

It was noted by members present the allotments sub-committee had requested £10,000 to be Ear Marked in the reserves for the provision of standpipes.

Resolved: The rental fee for 10 square metres is increased to £2.00, effective from April 2022.

Proposed by Cllr J Ansell, seconded by Cllr C Greaves and **resolved** unanimously.

## 8.10 **Governance & compliance**

i) To receive an update regarding the refurbishment of the village hall

Members received an update regarding the refurbishment of the village hall. Tenders are currently invited with a proposed start date for the refurbishment works of 30<sup>th</sup> November. The proposed works are expected to take 14 weeks for completion. It is anticipated the hall will be operational from 1<sup>st</sup> April. 2021.

ii) To give consideration to and approve the financial plan for the refurbishment of the village hall

Further to reviewing the reserves held by the council, members considered the financing of the refurbishment of the village hall.

Resolved: To utilise £100,000 from reserves for the refurbishment of the village hall. Proposed by Cllr C Greaves, seconded by Cllr L Sharp and resolved by a majority vote with one abstention.

Resolved: To seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for a Public Works Loan boards for the value of £100,000 to finance the balance required for the refurbishment of the village hall. Proposed by Cllr C Greaves, seconded by Cllr T Ansell and resolved unanimously.

Resolved: For the PWLB loan to be for a 5-year term only for the refurbishment works to the village hall.

The annual loan repayments are estimated at £21,071.14, resulting in a proposed annual precept increase of 7%.

Proposed by Cllr C Jackson-Doerge, seconded by Cllr I Morrin and resolved unanimously

iii) To receive suggestions of potential projects requiring funding from the committee chairman

The Chairman of the various committees presented the following projects for consideration:

- Village Hall Refurbishment
- Refurbishment of Skate Park
- Common Rec Play Area safer surfacing repairs
- Provision of a Community Hub

iv) To determine the financial plan for potential and identified projects within the parish

Members present gave consideration to the various projects presented requiring financial assistance for the ensuing municipal year:

Resolved: To allocate £100,000 from reserves for the refurbishment of the village hall.

Resolved: To allocate funds required for the refurbishment of the skate park. The specific amount is to be determined upon further clarification from the Community Committee.

Resolved: To allocate funds required for the patching of the safer surfacing at the Common Recreation Ground. Quotations are to be obtained with specific amounts required to be confirmed by the Community Committee.

v) To consider the specific projects for inclusion within the revenue and capital estimates for financial year 2021/22

Resolved: The following projects are included within the capital estimates for 2021/22. Proposed by Cllr C Greaves, seconded by Cllr L Sharp and resolved unanimously:

- Village Hall Refurbishment

- Refurbishment of Skate Park
- Common Rec Play Area safer surfacing repairs
- Provision of a Community Hub

#### 9.10 **Administration: Burial Ground**

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

The Burial Ground Regulations, specifically regarding plastic cellophane surrounding flowers and its disposal, are to be reviewed for presentation at the next scheduled meeting.

- ii) To review the current Burial Fees and determine whether any increases are to be applied

Resolved: To apply a 10% increase, effective April 2021. Proposed by Cllr J Ansell, seconded by Cllr C Greaves and resolved unanimously.

#### 10.10 **Matters for Future Discussion -**

#### 11.10 **Items for Information Only**

#### 12.10 **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:*

Resolved: To exclude the public and press accordingly. Proposed by Mr C Greaves, seconded by Ms L Sharp and resolved unanimously.

#### 13.10 **Staffing**

- i) To receive a report regarding the operation of the Village Hall

Members were advised the role of Village Hall Manager had been made redundant, effective 6<sup>th</sup> November 2020.

Members present wished to express thanks to the Village Hall Manager for all her hard work during her service for the council.

- ii) To receive a report from the Staffing Committee advising of any actions taken pertaining to HR matters upon the council

Resolved To adopt the minutes of the last meeting and implement the recommendations presented within by the staffing committee.

**Conclusion:** The Chairman declared the meeting closed 19.49pm.

**Chairman:**