

## BURGHFIELD PARISH COUNCIL

### Minutes of the Governance & Finance Committee Meeting

<b>Date:</b>	<b>Thursday 25<sup>th</sup> June 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	Mr C Greaves Mrs J Ansell	
<b>Attending:</b>	Clerk to the Parish Council	2 members of the public	
<b>Apologies:</b>	Mr I Morrin	Ms L Sharp	

#### 1.06 **Apologies for Absence**

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

Apologies for absence were received from Cllr I Morrin & Cllr L Sharp

#### 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).

Members present did not declare any personal or financial interests

#### 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.

No applications were received prior to the meeting by members present.

#### 4.06 **Minutes of the last Meeting**

The minutes of the last meeting held on 21 May 2020 having been circulated, were confirmed a correct record and signed by the presiding Chairman.

#### 5.06 **Clerks update**

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

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

An update was presented to members present in relation to the purchase of the Herras fencing at the Skate Park. A waiver in the hire costs incurred to date was negotiated, resulting in the purchase price being equivalent to the hire charges applicable to date.

#### 7.06 **Accounts**

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

Members present considered the application presented by Sulhamstead Cricket Club for grant funding to the value of £4,000 for their extension and refurbishment project.

Proposed by Cllr T Ansell, seconded by Cllr C Greaves and **resolved** unanimously by members to donate accordingly.

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

The budget comparison figures for the period 1 April to 1st June 2020 were presented and the figures noted. The current percentage expenditure of 13.6% 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 Statement of Accounts for the financial year ended 31st March 2020

Resolved that the detailed Statement of Accounts for the year ended 31 March

2020 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 Cllr T Ansell, seconded by Cllr C Jackson-Doerge and **resolved** unanimously.

Under the new regulations there is no requirement for a common period for the exercise of public rights. Smaller authorities are still required to set a period for this purpose, but the only requirement is that the 30-working day period for the exercise of public rights should start on or before the first working day of September, i.e. on or before 1 September 2020.

The notice of date of commencement of period for the exercise of public rights will be published on the parish council website.

The final audit report for the year ended 31 March 2020 was circulated to members accordingly. Members noted that Auditing Solutions Ltd had confirmed the Parish Council continued to have effective systems in place to ensure transactions were reflected accurately in the Statement of Accounts. Members acknowledged that all action points presented by the auditor for the year had been completed with no further items raised. Thanks were expressed to the clerk for a successful audit.

- iv) 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 (Rolling Capital Fund) and GR (General reserves). Due to the council refurbishing and updating the village hall, all monies currently held 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 following the recent pandemic.

- v) To receive an update in relation to the Savings Accounts held

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

Members determined that the application for a deposit fund with the CCLA was placed on hold until more clarity on interest rates going forward.

- 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.

Members discussed the need for the allotments to at least break even.

Proposed by Cllr J Ansell, seconded by Cllr C Greaves and **resolved** unanimously for an increase of 30p per 10 square metres is applied.

## 8.06

### Governance & compliance

- i) To receive a report from the Community Committee regarding the refurbishment of the village hall

Members received an update from the Community Committee regarding the proposed refurbishment of the village hall. It was acknowledged that due to the diminished level of business, the opportunity for the parish council to undertake refurbishment works to modernise the facility for the future, with minimal revenue impact, existed. The works include the installation of a keyless entry system, an online calendar and booking system. Invoices are to also be automated with an accompanying online payment system.

**Resolved** unanimously to progress the refurbishment works with immediate effect.

Consideration was given to the preparation required for the opening the hall further to the Government announcement that Community Halls could reopen, "if safe to do so", from the 4<sup>th</sup> July. **Resolved** unanimously that the hall was to remain closed until September 7<sup>th</sup> 2020, enabling detailed guidance from the government to be reviewed fully and determine its implementation. Proposed by

Cllr T Ansell, seconded by Cllr J Ansell.

- ii) To formulate the financial plan for the refurbishment of the village hall

Members reviewed the preliminary indication of costs for the refurbishment works at the village hall. Members determined that grant funding was to be obtained.

9.06

**Policies & Templates**

- i) To receive an update following a review of policies held by the council for the ensuing 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.

10.06

**Administration: Burial Ground**

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

Following the lockdown restrictions, the grounds maintenance team resumed maintenance at both sites as of 1<sup>st</sup> May 2020. Reassurance was provided that social distancing measures would be adhered to.

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

11.06

**Matters for Future Discussion -**

12.06

**Items for Information Only**

13.06

**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 Ms L Sharp and **resolved** unanimously to exclude the public and press accordingly.*

14.06

**Staffing**

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

Members present received the business case prepared regarding the operation of the village hall. Members **resolved** unanimously to adopt the recommendations presented.

- ii) To receive the recommendations presented by the Staffing Committee regarding the operation of the village hall

Members present **resolved** unanimously to adopt and implement the recommendations presented by the staffing committee.

**Conclusion:** The Chairman declared the meeting closed 19.48pm

**Chairman:**