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 **Wednesday 24th February 2021 at 7.00pm,** 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:	**Wednesday 24th February 2021**	**Time:**	**7.00pm**
Place:	**Virtually via Zoom**		
Meeting ID:	**885 2410 1608**	**Password:**	**622679**

1.02 **Apologies for Absence**

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

2.02 **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).

3.02 **Applications for Dispensations**

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

4.02 **Minutes of the last Meeting**

To approve the Minutes of the last meeting of the Committee held on 17th October 2020.

5.02 **Clerks update**

6.02 **To deal with any items requiring URGENT attention**

7.02 **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 approve the recommendation for the council to "Make an Option to Tax" and resolve to submit the proposal for approval at full council

iv) To review the Investment Strategy presented

v) To consider the implementation of a 5-year income strategy

8.02 **Governance & compliance**

i) To receive an update in relation to Freedom of Information and email requests received

ii) To receive an update following the implementation of the Habitual & Vexatious Complaints policy

9.02 **Administration: Burial Ground**

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

10.02 Matters for Future Discussion

11.02 Items for Information Only

12.02 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:

13.02 Staffing Committee

i) To receive an update of issues pertaining to HR matters upon the council

ii) To investigate the implementation of the Apprenticeship scheme upon the council.

Close of meeting