

## BURGHFIELD PARISH COUNCIL

### Minutes of the Governance & Finance Committee Meeting

**Date:** Wednesday 24<sup>th</sup> February 2021 **Time:** 7.00pm  
**Place:** Virtually via Zoom  
**Present:** Mr I MacFarlane Mr C Greaves  
Mr T Ansell Mrs J Ansell  
Mrs C Jackson-Doerge Mr I Morrin  
Ms L Sharp  
**Attending:** Clerk to the Parish Council Mr D Kemp (DCK Bevers Accounting)  
**Apologies:** None

#### 1.02 **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 and accepted

#### 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).

Members present did not declare any personal or financial interests.

#### 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.

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

#### 4.02 **Minutes of the last Meeting**

The minutes of the last meeting held on 26 November 2020 having been circulated, were confirmed a correct record, and signed by the presiding Chairman.

#### 5.02 **Clerks update**

The Clerk provided a verbal update in relation to the encroachment of land at the Hatch allotments.

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

Resolved: To authorise payment to DG Construction following the first valuation meeting having been completed and confirming the value of £66,901.60 being due. The parish council architects have issued the interim certification confirming the valuation.

#### 7.02 **Accounts**

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

The budget comparison figures for the period 1 April to 1st November 2020 were presented and the figures noted. The current percentage expenditure of 82.2% 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.

- ii) To receive an update regarding the refurbishment of the village hall

Members received a progress report regarding the refurbishment works at the village hall. Work is currently on schedule, with an anticipated completion date for mid-May. Following the release of the Road Map for the easing of lockdown restrictions, it is hoped the hall will be operational at the time of reaching the final stage.

- 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

Members present discussed the option to tax in relation to the future operation of the village hall and its impact on the refurbishment project. Mr D Kemp (representing DCK Bevers Accounting Services) answered a number of questions presented by members for clarity.

Resolved: To present the following recommendations to full council for approval:

1) To make an Option to Tax in respect of VAT with effect from 1st April 2021.

2) To authorise (in writing) the Clerk & Responsible Financial Officer be authorised to undertake such actions as necessary, including the signing of all forms and correspondence for submittal to HMRC in respect of this Option to Tax for Burghfield Village Hall.

3) To request the assistance of DCK Accounting Solutions in preparing the application.

Proposed by Cllr Sharp, seconded by Cllr Jackson-Doerge and resolved unanimously.

- iv) To review the Investment Strategy presented

Resolved: To present the recommendation to full council for adoption of the Investment Strategy as presented. Upon approval, a Public Deposit Fund is to be established with the CCLA for all council reserves held. Proposed by Cllr Jackson-Doerge, seconded by Cllr Greaves, and resolved unanimously.

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

Members present reviewed the income streams for the council, giving consideration to the past 5 years. A detailed report, highlighting the predicted expenditure of each cost centre is to be compiled with each being considered individually.

## **8.02 Governance & compliance**

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

Further to the Habitual & Vexatious Complainant policy having been evoked in December, no further FOI or email requests have been received.

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

The updated policy is to be presented for consideration at the next meeting.

## **9.02 Administration: Burial Ground**

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

Maintenance of both the burial ground and churchyard will recommence from April.

## **10.02 Matters for Future Discussion – Income Strategy & Expenditure Strategy**

**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:*

Resolved: To exclude the public and press accordingly. Proposed by Cllr Greaves, seconded by Cllr Sharp and resolved unanimously.

**13.02**            **Staffing**

- i) To receive an update of issues pertaining to HR matters upon the council  
Staff appraisals are to be undertaken upon the recommencement of face to face meetings.
- ii) To investigate the implementation of the Apprenticeship scheme upon the council.

Members gave consideration to the potential implementation of an apprenticeship scheme for administration support. Further investigation as to the management of the scheme is to be undertaken. A report is to be presented at the next meeting.

**Conclusion:** The Chairman declared the meeting closed 20.13pm

**Chairman:**