

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 29 April 2021 at 6.30pm** 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 29 April 2021

Time: 6.30pm

Place: Virtually via Zoom

Meeting ID: 857 8294 6294

Password: 822783

1.04 Apologies for Absence

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

2.04 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).

3.04 Applications for Dispensations

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

4.04 Minutes of the last Meeting

To approve the Minutes of the last meeting of the Committee held on 18 March 2021

5.04 Clerks update

6.04 To deal with any items requiring URGENT attention

7.04 Accounts

- i) To receive the Statement of Accounts for the financial year ended 31st March 2021
- ii) To receive and approve the AGAR 2020/21 for presentation to the parish council
- iii) To receive the final Audit report for 2020/21 and note any action points
- iv) To receive an update regarding the village hall refurbishment
- v) To review the response received from the MHCLG and clarify points raised

8.04 Governance & compliance

- i) To receive and approve the Risk Assessment and Management Schedule for 2021/22
- ii) To review the Standing Orders to confirm delegated authority

9.04 Matters for Future Discussion

10.04 Items for Information Only

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11.04 **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:

12.04 **Staffing Committee**

- i) To determine any issues pertaining to HR matters upon the council requiring consideration by the staffing committee

13.04 **Close of meeting**