

## BURGHFIELD PARISH COUNCIL

### Minutes of the Governance & Finance Committee Meeting

<b>Date:</b>	<b>Thursday 18<sup>th</sup> March 2021</b>	<b>Time:</b>	<b>7.45pm</b>
<b>Place:</b>	<b>Virtually via Zoom</b>		
<b>Present:</b>	Mr I MacFarlane	Mr C Greaves	
	Mr T Ansell	Mrs J Ansell	
	Mr I Morrin		
<b>Attending:</b>	Clerk to the Parish Council	Assistant Clerk to the Parish Council	
<b>Apologies:</b>	Mrs C Jackson-Doerge	2 members of the public.	
<b>Absent:</b>	Ms L Sharp		

The Chairman reiterated that questions from parishioners were at his discretion, with 15 minutes being allocated. Residents were reminded their attendance was in an observational capacity only and would be asked to leave if a disturbance was caused.

No questions were raised.

#### 1.03

##### **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 from Mrs C Jackson-Doerge.

#### 2.03

##### **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.

#### 3.03

##### **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.

#### 4.03

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

The minutes of the last meeting held on 24 February 2021 having been circulated, were confirmed a correct record, and signed by the presiding Chairman. Cllr J Ansell advised she had not attended but appeared on the minutes. The minutes are to be amended accordingly.

#### 5.03

##### **To receive a presentation from the CCLA regarding a Public Deposit Fund**

Members received a presentation from the CCLA regarding the Public Deposit Fund.

After asking some questions for clarification from the CCLA to satisfy concerns raised regarding an investment fund, members thanked the CCLA for their attendance.

#### 6.03

##### **Clerks update**

The Clerk provided a verbal update to members of items of note that were not being covered within the main body of the agenda.

#### 7.03

##### **Accounts**

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

The budget comparison figures for the period 1 April to 1st March 2021 were presented and the figures noted. The current percentage expenditure of 106% 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. The figure also includes expenditure incurred during the current financial year that relates to EMR, requiring the relevant transfers.

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

The second valuation meeting has been held with the figures presented being reviewed by both parties. Upon satisfaction that the figures are correct and have been substantiated accordingly, a Certificate is to be issued by the parish council appointed architect for payment. Due to unforeseen items within the structure of the building, the scheme is running over budget with negotiations underway.

iii) To review the Investment Strategy and consider its suitability for presentation to full council for approval and subsequent adoption

Resolved: To present the Investment Strategy to the parish council at their next scheduled meeting with the recommendation for its approval and implementation. Resolved by a majority vote with 1 abstention.

iv) To confirm the arrangements for the Year End Closedown procedures

DCK Bevers Accounting are to assist the Clerk in preparing the year end accounts for submission to the external auditor, PKF Littlejohn.

v) To receive and approve the Direct Debit payments schedule for the new financial year

Members received the schedule for Direct Debit payments for 2021.2022.

vi) To review the number of plots allocated to non-parishioners and give consideration to the annual rental

Members discussed the annual rental currently being applied to non-parishioner allotment holders to ensure the charges being applied were in line with the rules of £60 per plot. Members clarified that as non-parishioners paid their precept to a different parish, £60 per plot (a £5 surcharge per month) was applied if allocated to a non-parishioner.

Resolved: To write to all non-parishioner plot holders to advise the correct annual rental of £60 per plot will be applied from April 2022.

**8.03**

**Governance & compliance**

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

For the period 01.01.2021 to 15.03.2021, no further FOI's or requests for detailed information have been received.

ii) To receive an update in relation to the Year End closedown procedures

Duplicate item. Please see 7.03 iv)

**9.03**

**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.

**10.03**

**Matters for Future Discussion – None**

**11.03**

**Items for Information Only**

**12.03**

**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:*

**13.03**

**Staffing**

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

Staff appraisals are to be undertaken as soon as face to face meetings can resume.

ii) To consider any immediate issues regarding council employees following recommendation from the staffing committee

The Staffing Committee meeting schedule is to be revised to ensure sufficient meetings are included within the monthly schedule.

**Conclusion:** The Chairman declared the meeting closed 21.00pm

**Chairman:**