

# BURGHFIELD PARISH COUNCIL

## Minutes of the Governance & Finance Committee Meeting

**Date:** Thursday 29<sup>th</sup> April 2021 **Time:** 6.30pm

**Place:** Virtually via Zoom

**Present:** Mr I MacFarlane Mr C Greaves  
Ms L Sharp Mrs J Ansell  
Mrs C Jackson-Doerge

**Attending:** Clerk to the Parish Council Assistant Clerk to the Parish Council

**Apologies** Mr T Ansell and Mr I Morrin

*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.

### 1.04 **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 Mr T Ansell and Mr I Morrin.

### 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).

Members present did not declare any personal or financial interests.

### 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.

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

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

The minutes of the last meeting held on 18 March 2021 having been circulated, were confirmed a correct record, and signed by the presiding Chairman.

### 5.04 **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.

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

Members were updated of the government decision that it was not possible to bring forward emergency legislation and therefore remote meetings were not being extended beyond 6th May 2021. Councils are to return to face-to-face meetings from 7<sup>th</sup> May 2021.

### 7.04 **Accounts**

- i) To receive the Statement of Accounts for the financial year ended 31st March 2021

Resolved that the detailed Statement of Accounts for the year ended 31 March 2021 be endorsed and presented to the Parish Council for adoption accordingly. Proposed by Mr C Greaves, seconded by Ms L Sharp and resolved unanimously.

- ii) To receive and approve the AGAR 2020/21 for presentation to the parish council

Resolved: Following members approving the figures presented within the Statement of Accounts, the Annual return documentation was completed for presentation to the parish council for full endorsement and approval at the next scheduled meeting. Proposed by Mrs C Jackson-Doerge, seconded by Ms L Sharp and resolved unanimously.

- iii) To receive the final Audit report for 2020/21 and note any action points

Current legislation requires the Parish Council to appoint an internal auditor. The final audit report for the year ended 31 March 2021 was circulated to members accordingly. Members of the Governance & Finance Committee 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 gave consideration to the points raised by the auditor with actions to be undertaken accordingly. Thanks were

expressed to the clerk for a successful audit.

iv) To receive an update regarding the village hall refurbishment

Works at the village hall continue according to the Schedule of Works, and the councils appointed architect. Members received an updated Contractors report advising that works are to be completed by mid-May. The Asset Management Committee are to formulate an action plan for the re-opening of the hall.

v) To review the response received from the MHCLG and clarify points raised

Members reviewed the response received from the MHCLG further to the council's application for a PWL. Particular concern was expressed by members at having been forwarded a copy of a letter the MHCLG received from a concerned resident that contained a number of both inaccurate statements and accusations. Members clarified the points raised, confirming the responses accordingly.

Resolved: To reply to the MHCLG with responses to the questions raised and the additional information as requested.

Q1 – Members present confirmed that should the revenue performance of the village hall be significantly high enough to create a surplus it would be considered for the early repayment of the Public Works Loan and a reduction in precept in future years.

Proposed by Ms L Sharp, seconded by Mrs C Jackson-Doerge and resolved unanimously.

Q2 – Members confirmed that significant consideration had been given to risk mitigation, confirming an increase in hireable spaces upon the reopening of the hall and subsequent increase in revenue received by the parish council.

Proposed by Mrs J Ansell, seconded by Ms L Sharp and resolved unanimously.

**8.04**

**Governance & compliance**

i) To receive and approve the Risk Assessment and Management Schedule for 2021/22

Further to review of the document by members present, it is to be determined as to whether the risk assessment software could be utilised for the Risk Assessment and Management Schedule for 2021/2022. The document is to be represented upon reconfiguration.

ii) To review the Standing Orders and confirm delegated authority

Resolved: To temporarily amend the Standing Orders so that in the event it is not possible to convene a meeting of the council, the Clerk shall have delegated authority to make decisions on behalf of the council where such decisions cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline for period 7th May to Wednesday 30th June 2021 inclusive, subject to any legislative change.

The Scheme of Delegation is to be appended to the Standing Orders accordingly.

*(Delegated authority was confirmed at the full parish council meeting held on 8<sup>th</sup> April 2021)*

Proposed by Mrs J Ansell, seconded by Mrs C Jackson-Doerge and resolved unanimously.

**9.04**

**Matters for Future Discussion – None**

**10.04**

**Items for Information Only**

**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

The staffing committee will provide an update following their next meeting.

**Conclusion:** The Chairman declared the meeting closed 19.12pm.