

# 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](mailto: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 2<sup>nd</sup> December 2021 at 6.30pm** for the transaction of business set out in the Agenda below.

**Date:** Thursday 2 December 2021 **Time:** 6.30pm  
**Place:** West Wing Committee Room, Burghfield Village Hall

**1.1221 Apologies for Absence**

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

**2.1221 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).

**3.1221 Applications for Dispensations**

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

**4.1221 Minutes of the last Meeting**

To approve the Minutes of the last meeting of the Committee held on 16 September 2021

**5.1221 To deal with any items requiring URGENT attention**

**6.1221 Accounts**

- i) To consider requests for donations under section 137 of the Local Government Act 1972 received
- ii) To receive the budget comparison figures for the current financial year.
- iii) To review the specific Capital expenditure projects for inclusion within the revenue and capital estimates for financial year 2022/2023 identified by the parish council
- iv) To approve the revenue and capital estimates for the financial year commencing 1 April 2022
- v) To recommend the amount of precept to be served upon West Berkshire District Council for 2022/2023
- vi) To approve the release of the EMR Community Hub allocation for the purchase a prefabricated modular unit

**7.1221 Governance & compliance**

- i) To undertake a review of the councils Financial Regulations
- ii) To undertake a review of the councils Standing Orders
- iii) To receive a progress report of items being pursued by the parish council solicitor

**8.1221 Matters for Future Discussion**

**9.1221 Items for Information Only**

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## 10.1221 **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:*

## 11.1121 **Staffing Committee**

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

**Close of meeting**