

# BURGHFIELD PARISH COUNCIL

## Minutes of the Governance & Finance Committee Meeting

**Date:** Thursday 16<sup>th</sup> September 2021 **Time:** 6.30pm  
**Place:** Virtually via Zoom  
**Present:** Mr I MacFarlane Mr C Greaves  
Mrs C Jackson-Doerge Mrs J Ansell  
Mr I Morrin  
**Absent:** Ms L Sharp  
**Attending:** Clerk to the Parish Council Assistant Clerk to the Parish Council  
No members of the public.  
**Apologies** Mr T Ansell

### 1.0921 **Apologies for Absence**

Apologies for absence were received and accepted from

### 2.0921 **Declaration of any personal or financial interests**

Cllr J Ansell and Cllr I Morrin raised personal interests in item

### 3.0921 **Applications for Dispensations**

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

### 4.0921 **Minutes of the last Meeting**

The minutes of the last meeting held on 29 April 2021 having been circulated, were confirmed a correct record, having been previously signed by the presiding Chairman at the subsequent parish council meeting.

### 5.0921 **To deal with any items requiring URGENT attention**

Resolved: To purchase a replacement dance floor for the Longton Hall. Proposed by Cllr C Greaves, seconded by Cllr I Macfarlane and resolved unanimously.

Resolved: To allocate £100 for the purchase of raffle prizes for the Macmillan Coffee morning. Proposed by Cllr J Ansell, seconded by Cllr C Jackson-Doerge and resolved unanimously.

### 6.0921 **Accounts**

- i) To consider requests for donations under section 137 of the Local Government Act 1972 received

Resolved: To not donate the requested £750 to Tadley Citizens Advice Bureau to enable additional appointments to be provided at this present time. Members requested that a tailored Burghfield specific plan is presented accordingly.

Resolved: To donate the requested £1200 to provide additional hand cleaning stations and additional toilets and disabled toilets at the upcoming Burghfest. Members determined that due to additional safety measures being introduced for the event specifically relating to Covid, plus a recognition of significant cost increases and lack of community events as a whole, the additional requested funding were granted. Proposed by Cllr C Greaves, seconded by Cllr C Jackson-Doerge and resolved unanimously.

- ii) To receive an update in relation to the external audit and accounts for the year ended 31 March 2020

The AGAR has been received from the external auditors. The relevant documentation is to be displayed accordingly.

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

The budget comparison figures for the period 1 April to 15<sup>th</sup> September 2021 were presented and the figures noted. The current percentage expenditure of 71.4% 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.

- iv) To receive a report of CIL monies held and received to date

Members noted the CIL monies currently held and those received in the current financial year.

- v) To approve the contribution to Burghfield library for the current financial year

Resolved: To forward a financial contribution of £5,715 to Burghfield library. Proposed by Cllr J Ansell, seconded by Cllr C Jackson-Doerge and resolved unanimously.

**7.0921**

**Governance & compliance**

- i) To receive suggestions of potential projects requiring funding from the committee chairman

Resolved: To establish budget workshops for each committee to enable their funding priorities for the next 5 years to be determined. The information from each committee will be used to formulate an overall 5-year financial plan.

- ii) To consider the specific projects for inclusion within the revenue and capital estimates for financial year 2021/22

Members agreed that specific projects would be determined upon discussions within each committee having been completed and the progression of the overall 5-year financial plan.

- iii) To receive a progress report of items being pursued by the parish council solicitor

The parish council solicitor has been instructed to pursue legal agreements for the lease of land at the rear of the properties bordering the Hatch allotments. Initial contact has been established with the parties involved with the relevant documentation in progress.

Resolved: the issue is to be resolved within a three-month timeframe, dated 16<sup>th</sup> December 2021. If the issue remains outstanding a contractor will be instructed to erect a boundary fence.

**8.0921**

**To receive an update in relation to the refurbishment of the village hall**

The village hall is now fully operational with healthy bookings and further enquires. A log is being kept of questions raised for review in three months' time to determine any amendments required. Members were alerted to the number of out of hours calls and visits necessary to the hall during this early stage.

Resolved: To purchase an additional line for the cloud phone dedicated to the village hall to reduce the number of individuals being contacted out of hours.

**9.0921**

**To give consideration to the hire charges applied for the use of the Pavilion**

Members discussed the hire charges for organisations hiring the Pavilion, determining that a review was required further to lockdown having been lifted and life resuming more normality.

Resolved: The item is passed to the Asset Management Committee for their consideration and further discussion.

**10.0921**

**Matters for Future Discussion**

**11.0921**

**Items for Information Only**

**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:*

**12.0921**

**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 19.43pm

**Chairman:**