

BURGHFIELD PARISH COUNCIL

Minutes of the Governance & Finance Committee Meeting

Date: Monday 9th October 2017 **Time:** 8.00pm

Place: Burghfield village hall committee room

Present: Mr M Paterson-Borland Mr P Lawrence
Mr N Morse Mr C Greaves

Attending: Clerk to the Parish Council

Apologies: Mr D Godding Mr I MacFarlane

1. To receive members apologies for absence and written requests for Disclosable Pecuniary Interest dispensations

There were no items upon the agenda that necessitated a member to present a written request for dispensation for a Disclosable Pecuniary Interest.

2. Minutes of the last meeting of the Committee

The minutes of the last meeting held on 7 September 2017, having been circulated, were confirmed a correct record and signed by the presiding Chairman.

3. Matters Arising on the Minutes

- i) Advertisement for the position of Assistant to the Parish Clerk has been completed with applications received prior to the deadline date of 7th October.
- ii) A meeting was held with St. Mary's Church to determine the specifics regarding the proposed transfer of maintenance for the existing churchyard.

4. To deal with any items requiring URGENT attention by the committee

Members were updated in relation to the advertisement for a replacement village hall cleaner.

5. 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 items. **Resolved** unanimously by members present to exclude the press and public.

Staffing

- i) To receive an update from the appointments sub-committee following the advertisement for an assistant to the parish clerk.

Members present advised that a review the applications received for the post of assistant to the parish clerk would be undertaken. Upon review of the applications received, the clerk is to undertake telephone interviews to determine a short list for interviews. Upon determining a short list, face to face interviews are to be scheduled for week commencing 16th October 2017.

- ii) To determine the schedule of interviews for the vacancy of assistant to the parish clerk

Members present gave consideration to the preferred dates for interviews for the appointment of an assistant to the parish clerk. **Resolved** unanimously by members present that Mr P Lawrence, Mr M Paterson-Borland and the Parish Clerk undertake the interviews on Wednesday 18th October and Thursday 19th October 2017. A recommendation for the appointment of Assistant to the Parish Clerk is to be delegated to the interviewing panel. The recommendation is to be considered by the appointments committee for approval where a formal offer is to be made to the successful candidate.

- iii) To receive an update in relation to the appointment of a cleaner for the village hall

Following interviews for the role of cleaner at the village hall, the committee confirmed the appointment of Ms D Toms with immediate effect. Ms D Toms is to be an employee of the parish council. A formal contract of employment is to be presented with the appointment letter. Proposed by Mr N Morse, seconded by Mr P Lawrence and **resolved** unanimously to appoint Ms D Toms with immediate effect.

6. Accounts

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

Members present gave consideration to a request presented by the Burghfield and Area School Pastors for a grant of £500 to assist with on-going training costs for existing and new pastors within the parish. The grant is dependent upon evidence being provided that the funds are utilised for the purchase of additional toilets only, as per last year. **Resolved** unanimously to donate £500. Proposed by Mr I

Macfarlane, seconded by Mr C Greaves and **resolved** unanimously.

Members considered an application received by the Duchess of Kent Hospice for financial assistance. Due to a lack of specific information having been provided, confirming the number of Burghfield residents in receipt of treatment for any of the three centres, members present **resolved** to not donate.

Members present gave consideration to a request from a local resident for the costs of the hire of the village hall to be waived for a charity fundraising table top sale. A request is to be forwarded for the details of the local charity that supports the disease to determine the number of Burghfield residents who benefit from the charity. Upon clarification of the details requested, the committee will review the request accordingly.

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

The budget comparison figures for the period 1 April to 30 September 2017 were presented and the figures noted. The current percentage expenditure of 30.5% 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.

iii) To consider any specific projects for inclusion within the revenue and capital estimates for financial year 2018/2019

Committee members discussed suggested projects alongside a potential precept increase being required. The parish council chairman is to remind each of the committees for their specific funding prior to the next Finance meeting for consideration and potential inclusion within the estimates.

7. Governance & Compliance

i) To receive an update in relation to the upgrade of the parish council website

The contract for the upgrade of the parish website has been approved and presented to The App Office for their implementation.

ii) To receive an update in relation to the reform of data protection legislation and the introduction of the GDPR

Data protection law will change significantly on 25th May 2018 when the EU directive known as the General Data Protection Regulation (GDPR) takes effect. The GDPR will be directly applicable to the UK without the need to implement new legislation. As with the 1988 Act, local authorities, including parish councils, will be subject to the GDPR. Many of the principles are the same as those in the 1988 Act; however, GDPR imposes new obligations on data controllers and data processors, providing enhanced rights for individuals. The clerk is scheduled to attend specific training in November where a verbal update will be provided to members by the clerk.

iii) To give consideration to the level of savings in purchasing/leasing a franking machine for the distribution of the parish newsletter.

Members present gave consideration to the level of potential savings in purchasing, or leasing, a mail franking machine for the specific purpose of the distribution of the parish newsletter. Proposed by Mr N Morse, seconded by Mr M Paterson-Borland and **resolved** unanimously to trial for a 12 month period only the IMS 600 mail franking system.

iv) To undertake a review of the effectiveness of the parish councils internal audit procedures

In accordance with the Accounts and Audit Regulations 2006, Burghfield Parish Council is required to carry out a review of the effectiveness of the internal audit of the councils accounting, financial and other operations. Following review, members present **resolved** unanimously they were satisfied with the effectiveness of the parish council's internal audit.

8. Policies & Templates

i) To receive an update of policies held by the council for the ensuing municipal year

Members gave consideration to the policies currently held. The clerk has undertaken a review of each of the policies determining their implementation date and subsequent review. The policies will be presented on a rolling basis to the relevant committee for their review, depending upon the nature of the policy and expiration of the recommended review period.

9. Administration: Burial Ground

i) To receive an update & consider any administrative issues in the daily operation of the burial ground

A request from a local resident was presented to members for consideration to be given for his wife's ashes to be buried within the new burial ground as preferred to the existing church yard. Members

resolved unanimously to grant permission for the interment.

ii) To receive an update regarding the transfer of maintenance from St Mary's Church

Further to a meeting with representatives from St. Mary's Church regarding the transfer of maintenance for the closed churchyard, the clerk provided a report updating members on actions identified as requiring attention by the church prior to the transfer process being initiated. Members reiterated that until all the points raised at the meeting had been addressed to the satisfaction of the parish council, the maintenance would not be transferred to the parish council. Therefore, due to the outstanding issues, the transfer would not be instigated as previously anticipated on the 31st December 2017. An alternative date will be established upon completion of all action points.

10. Matters for future discussion – Village hall entry system

11. To receive items for information only - None

Conclusion: The Chairman declared the meeting closed 21.05pm

Chairman: