

# BURGHFIELD PARISH COUNCIL

## Minutes of the Governance & Finance Committee Meeting

**Date:** Thursday 2<sup>nd</sup> December 2021 **Time:** 6.30pm

**Place:** Virtually via Zoom

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

**Attending:** Clerk to the Parish Council  
0 members of the public.

**Apologies** Mr C Greaves

No questions were raised.

### 1.1221 **Apologies for Absence**

Apologies for absence were received and accepted from Cllr C Greaves.

### 2.1221 **Declaration of any personal or financial interests**

Members present did not declare any personal or financial interests.

### 3.1221 **Applications for Dispensations**

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

### 4.1221 **Minutes of the last Meeting**

The minutes of the last meeting held on 16 September 2021 having been circulated, were confirmed a correct record, and signed by the presiding Chairman.

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

#### Proposed bye-election costs

Members discussed the associated costs, estimated at £6,880, with the calling of a bye-election by 10 local electors following the resignation of Mrs S Awberry. WBC requested clarification from the council as to whether poll cards were to be utilised. Proposed Cllr T Ansell, seconded by Cllr C Jackson-Doerge and resolved unanimously to request Poll cards for the bye-election to ensure the democratic process is preserved.

#### Freedom of Information requests received

The council has dealt with 9 FOIs, and 13 email requests for specific information during period April to November 2021. As all requests have been under the threshold set by the ICO of 18 hours, or £450, the total cost of responding to the requests of £2,024 the current financial year has therefore been borne by Burghfield Parish Council

### 6.1221 **Accounts**

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

No applications were presented for consideration.

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

The budget comparison figures for the period 1 April to 1<sup>st</sup> December 2021 were presented and the figures noted. The current expenditure is 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 review the specific Capital expenditure projects for inclusion within the revenue and capital estimates for financial year 2022/2023 identified by the parish council

Members discussed the approved projects and any potential impact evident within

the proposed estimates. Members received a schedule of probable income and expenditure calculations, based on the anticipated outturn for the current year and the committed revenue expenditure for the following year. The figures were based on the revenue consequences of previous capital programs and the administrative and operational requirements necessary to meet the parish council running expenses and objectives. Members gave consideration to any alterations required to the proposed figures and to any policy decisions that would involve additional expenditure. As in previous years, the pay structure for all staff would be reviewed prior to the financial year end. The following projects, having been approved at full council in November 2021 were incorporated into the estimate accordingly:

- Refurbishment of Skate Park
- Common Rec Play Area safer surfacing repairs
- Provision of a Community Café/Hub

Proposed by Cllr C Jackson-Doerge, seconded by Cllr L Sharp and resolved unanimously the above projects are incorporated within the revenue and capital estimates.

iv) To approve the revenue and capital estimates for the financial year commencing 1 April 2022

Further to presentation and approval at full council, the revenue and capital estimates as presented, are to be implemented as of 1st April 2022. Members present noted that general reserves would remain within the recommended 6-month net expenditure. A line is to be included within the budget for the administration of Freedom of Information Act requests received. Proposed by Cllr T Ansell seconded by Cllr L Sharp and resolved unanimously.

Resolved: To reallocate the EMR for utilisation for projects previously identified and approved at full council. Proposed by Cllr I Morrin, seconded by Cllr J Ansell and resolved unanimously.

v) To recommend the amount of precept to be served upon West Berkshire District Council for 2022/2023

Consideration was given to the amount of precept to be served upon West Berkshire Council. In arriving at the required amount, members were reminded of the need to ensure that the general balances, aside from those earmarked for specific purposes, were maintained in compliance with current requirements. Resolved: that a precept for the sum of £281,497, be recommended to full council to be served upon West Berkshire Council for the year commencing 1 April 2022. Proposed by Cllr I Morrin, seconded by Cllr J Ansell and resolved unanimously.

vi) To approve the release of the EMR Community Hub allocation for the purchase a prefabricated modular unit

Resolved: Members present approved the release of funds currently held in EMR (Ear Marked Reserves) for the provision of modular unit for a potential Community Hub/Café. Proposed by Cllr L Sharp, seconded by Cllr J Ansell and resolved unanimously to release the funds from EMR.

**7.1221**

**Governance & compliance**

i) To undertake a review of the councils Financial Regulations

The Clerk is to undertake a review of the Financial regulations with any proposed recommendations to be presented at the next meeting.

ii) To undertake a review of the councils Standing Orders

The Clerk is to undertake a review of the Standing Orders with any proposed recommendations to be presented at the next meeting.

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. A letter is to be forwarded to the owner advising that fencing is to be erected along the border of the land prior to the year end.

**8.1221**

**Matters for Future Discussion – FOI requests information on website**

**9.1221 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:*

**10.1221 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 19.25pm.

DRAFT