

# BURGHFIELD PARISH COUNCIL

## Minutes of the Governance & Finance Committee Meeting

<b>Date:</b>	<b>Thursday 24<sup>th</sup> February 2022</b>	<b>Time:</b>	<b>7.00pm</b>
<b>Place:</b>	<b>Virtually via Zoom</b>		
<b>Present:</b>	Mr I MacFarlane Mr T Ansell	Mrs C Jackson-Doerge	
<b>Attending:</b>	Clerk to the Parish Council	0 members of the public.	
<b>Apologies</b>	Mr C Greaves Mr I Morrin	Mrs J Ansell Ms L Sharp	

### 1.0222 **Apologies for Absence**

Apologies for absence were received and accepted from Cllr C Greaves, Cllr J Ansell, Cllr L Sharp, Cllr I Morrin.

### 2.0222 **Declaration of any personal or financial interests**

Members present did not declare any personal or financial interests.

### 3.0222 **Applications for Dispensations**

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

### 4.0222 **Minutes of the last Meeting**

The minutes of the last meeting held on 2 December 2021 having been circulated, were confirmed a correct record, and signed by the presiding Chairman.

### 5.0222 **To deal with any items requiring URGENT attention**

All items are being dealt with at the relevant point in the agenda.

### 6.1221 **Accounts**

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

Members present reviewed applications for grant funding received:

Resolved: To donate £160 for the support and growth of Morsbags. A further £240 is to be donated, as requested, when the village hall is hired for sessions for the development of the Morsbags.

Resolved: To donate £215 to cover the shortfall in funding required for the delivery of a Health, Well-being and Drug Prevention workshop at St. Mary's Primary School, Burghfield.

Resolved: To cover the cost of Marquee, as per quotation presented, for the May Fayre 2022 on behalf of the BRA.

Resolved: To donate £300 to the Berkshire Blind Society to support the 6 identified members within the parish at a cost of £50 per person.

Resolved: To donate £192 to Burghfield Toy library to cover insurance costs for financial year 2022/2023. Resolved unanimously.

Resolved: To not donate to Mrs Williams Pre-School as the parish council are unable to provide grant funding for staff costs or utilities as per application request submitted. Grant funding is to be allocated to a specific project or event.

#### 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> February 2022 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 confirm the arrangements for the financial year end 2021/2022

DCK Bevers Accounting are to assist the Clerk in preparing the year end accounts for submission to the external auditor, PKF Littlejohn. The Statement of Accounts are to be presented and scrutinised at the next scheduled meeting.

iv) To undertake a review of current IT Service agreements

The Clerk is to undertake a full review of all IT service providers to ensure best value. Comparative quotations are to be obtained and presented for further consideration at the next scheduled meeting.

v) To review the Burial Fees for the next financial year

Resolved: To apply a 25% increase to the current fees, effective 1<sup>st</sup> April 2022.

vi) To review the Football pitch fees for the next financial year

Resolved: To increase the fees to Burghfield Football Club for adult & kid's games to £75 and £40 per game respectively, effective 1st April 2022.

**7.0222**

**Governance & compliance**

i) To give consideration to a Hire agreement template for parish owned property

A booking template is to be devised for the hire of parish owned property to ensure consistency when requests to book are received and approved accordingly.

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

The parish council solicitor continues to pursue the signing of the legal agreements for the of land at the rear of the properties bordering the Hatch allotments.

Resolved: To forward letters to both parties requesting payment is received prior to the end of the current financial year. If payment is not forthcoming, the boundary fence is to be erected on the 1<sup>st</sup> April 2022.

**8.0222**

**Matters for Future Discussion**

**9.0222**

**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:*

**10.0222**

**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 20.08pm.

**Chairman:**