

BURGHFIELD PARISH COUNCIL

Minutes of the Governance & Finance Committee Meeting

Date: Thursday 19th May 2022 **Time:** 6.30pm

Place: Burghfield Village Hall, West Wing Committee Room

Present: Cllr I MacFarlane Cllr C Jackson-Doerge
Cllr L Sharp Cllr I Morrin
Cllr P Lawrence

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

Apologies Cllr T Ansell Cllr J Ansell

1.0522 **Apologies for Absence**

Apologies for absence were received and accepted from

2.0522 **Declaration of any personal or financial interests**

Members present did not declare any personal or financial interests.

3.0522 **Applications for Dispensations**

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

4.0522 **Minutes of the last Meeting**

The minutes of the last meeting held on 24 February 2022 having been circulated, were confirmed a correct record, and signed by the presiding Chairman.

5.0522 **To deal with any items requiring URGENT attention**

Resolved: To purchase a pole for erection in the Common Recreation Ground for housing the deployable CCTV camera following refusal from SSE to erect the camera on the street light pole. Proposed by Cllr L Sharp, seconded by Cllr Morrin and resolved unanimously.

6.0522 **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 £240 for the hire of the village hall to enable sessions for the making of the Morsbags.

Resolved: To donate £175 to cover the purchase of medals for the Burghfield Running Club Fun Run. A request for further information as to the allocation of donations received as part of the entrance fee is to be presented to enable communication via the parish newsletter.

Resolved: To donate £200 for the provision of marshals at the Burghfield Family Bike Ride.

Further to a letter having been received from the Handybus team, a request for a presentation with accompanying business plan and 3 year forecast is to be forwarded.

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

The budget comparison figures for the period 1 April to 15th May 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 receive the Statement of Accounts for the financial year ended 31st March 2022

Resolved that the detailed Statement of Accounts for the year ended 31 March 2022 be endorsed and presented to the Parish Council for adoption accordingly. Proposed by Cllr P Lawrence, seconded by Cllr C Jackson-Doerge and resolved unanimously.

- iv) To receive and approve the AGAR 2021/22 for presentation to the parish council

Resolved: Following members approving the figures presented within the Statement of Accounts, the Annual return documentation was completed for presentation to the parish council for full endorsement and approval at the next scheduled meeting.

Proposed by Cllr L Sharp, seconded by Cllr C Jackson-Doerge and resolved unanimously.

- v) To receive the final Audit report for 2021/22 and note any action points

Current legislation requires the Parish Council to appoint an internal auditor. The final audit report for the year ended 31 March 2022 was circulated to members accordingly. Members of the Governance & Finance Committee noted that Auditing Solutions Ltd had confirmed the Parish Council continued to have effective systems in place to ensure transactions were reflected accurately in the Statement of Accounts. Members gave consideration to the points raised by the auditor with actions to be undertaken accordingly. Thanks were expressed to the clerk for a successful audit.

Resolved: To increase deposits requested for weekend evening parties from £150 to £250 as per recommendation from the council's auditor to be in line with the excess fee from the councils' insurers. Proposed by Cllr I Morrin, seconded by Cllr L Sharp and resolved unanimously.

- vi) To give consideration to the request from the WI for an increase to undertake newsletter packing

Resolved: To increase the newsletter packing fee to £400 effective for this financial year. Thanks were expressed to the WI for their continued work in ensuring the newsletter continues to be distributed every quarter. An annual review of the fee will be undertaken, with the next review scheduled for April 2023. Proposed by Cllr L Sharp, seconded by Cllr C Jackson-Doerge and resolved unanimously.

7.0522 Governance & compliance

- i) To receive and approve the Risk Assessment and Management Schedule for 2022/23

Resolved: To adopt the Risk Assessment and Management Schedule for 2022/2023 as presented. Proposed by Cllr P Lawrence, seconded by Cllr C Jackson-Doerge and resolved unanimously.

- ii) To review the Standing Orders to confirm delegated authority

Resolved: The Scheme of Delegation was confirmed and is to be appended to the Standing Orders accordingly.

- iii) To approve the updating of the Asset Register catalogue

Resolved: To update the Asset Register Catalogue accordingly with photographs to accompany the document to reflect the update in assets.

8.0522 Matters for Future Discussion

9.0522 Items for Information Only

10.0522 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:

11.0522 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

Chairman: