

BURGHFIELD PARISH COUNCIL

Minutes of the Governance & Finance Committee Meeting

Date: Thursday 29th September 2022 **Time:** 6.30pm

Place: Burghfield Village Hall, West Wing Committee Room

Present: Cllr T Ansell Cllr J Ansell
Cllr L Sharp Cllr P Lawrence

Attending: Clerk to the Parish Council 1 member of the public.

Apologies Cllr I MacFarlane Cllr C Jackson-Doerge
Cllr I Morrin

1.0922 **Apologies for Absence**

Apologies for absence were received and accepted from Cllr I MacFarlane, Cllr C Jackson-Doerge, and Cllr Morrin.

2.0922 **Declaration of any personal or financial interests**

Members present did not declare any personal or financial interests.

3.0922 **Applications for Dispensations**

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

4.0922 **Minutes of the last Meeting**

The minutes of the last meeting held on 19 May 2022 having been circulated, were confirmed a correct record, and signed by the presiding Chairman.

5.0922 **To deal with any items requiring URGENT attention**

No items requiring urgent attention were raised.

6.0922 **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 not grant £500 to Citizens Advice. However, an invitation for the use of Hipwell Room for the local community to access the service is to be offered.

Resolved: To grant £550 to Burghfield Gardening Club to assist with the costs of speakers and hall hire.

Resolved: To grant Creative Communities £1,800 to assist with the delivery of Creative courses to the residents of Bland's Court.

Resolved: To grant Parenting Special Children £500 to assist with their project within the parish accordingly.

Resolved: To request Swings & Smiles complete the grant specific form stipulating the numbers of families/children benefiting from their services.

As part of the grant process, all beneficiaries of funding from Burghfield Parish Council are to be asked to provide a newsletter article and accompanying picture to advertise the causes being supported by the parish council.

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

The budget comparison figures for the period 1 April to 25th September 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 an update in relation to the external audit and accounts for the year ended 31 March 2022

Members were advised the Notice of Conclusion of Audit had been received from the parish council auditors, being displayed in accordance with guidelines.

- iv) To give consideration to the SAA opt-out or opt-in appointment of external auditors for the next 5-year period

Resolved: To opt-in to the SAAA appointment of external auditors for the next 5-year period.

- v) To approve the budget allocation for the installation of CCTV at the Village Hall

Resolved: To instruct IC2 Distribution to install CCTV at the Village Hall in accordance with the quotation presented.

- vi) To receive an update in relation to the service review of providers

Members were advised the service review of providers for the cleaning of the village hall had been completed. An annual saving is predicted to assist with offsetting the hike in energy costs. An update will be provided at the next meeting of the remaining service providers.

7.0922

Governance & compliance

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

Each of the committee chairman are to discuss any suitable projects and present to the committee for consideration accordingly.

- ii) To consider the specific projects for inclusion within the revenue and capital estimates for financial year 2023/24

The committee are to determine projects for inclusion upon suggestions being presented by each of the committees.

- iii) To give consideration to the quotation from Worknest

Resolved: To serve the required 6 months' notice to Avensure for the termination of the existing contract, due for expiration in July 2023.

Resolved: To utilise the services of Worknest if required on an ad-hoc basis. A Health & Safety audit analysis is to be undertaken to identify and address any gaps.

- iv) To receive the updated documentation relating to Data Protection

Resolved: To adopt the updated Data Protection policies as presented. The documentation is to be uploaded to the parish council website and distributed to all members accordingly.

- v) To confirm the annual GDPR training requirement for Cllrs

Resolved: To initiate a training session for all members regarding Data Protection and GDPR. Dates are to be circulated accordingly

8.0922

Matters for Future Discussion – Capital projects

9.0922

Items for Information Only

10.0922

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:

11.0922

Staffing Committee

- i) To determine any issues pertaining to HR matters upon the council requiring consideration by the staffing committee

The staffing committee updated members advising the recruitment pack for a Support & Communications officer had been prepared for advertisement. The position is to be advertised as soon as possible.

Conclusion: The Chairman declared the meeting closed 19.35pm.