

# BURGHFIELD PARISH COUNCIL

Clerk: Mrs Cally Morris

Burghfield Parish Council, PO Box 7381, Reading RG1 9XP  
Tel: 0118 983 1748 Email: [clerk@burghfieldparishcouncil.gov.uk](mailto:clerk@burghfieldparishcouncil.gov.uk)

## NOTICE OF MEETING

You are summoned to attend a meeting of the **Governance & Finance Committee**. The meeting will be held on **Thursday 27 April 2023 at 6.30pm** for the transaction of business set out in the Agenda below.

**Date:** Thursday 27 April 2023

**Time:** 6.30pm

**Place:** West Wing Committee Room, Burghfield Village Hall

**1.0423 Apologies for Absence**

**2.0423 Declaration of any personal or financial interests & Applications for Dispensations**

**3.0423 Minutes of the last Meeting** - To approve the Minutes of the Committee meeting held on 23 February 2022

**4.0423 To deal with any items requiring URGENT attention**

**5.0423 Accounts**

- i) To review the year end accounting documents for 31 March 2023
- ii) To receive and approve the Direct Debit payments schedule for the new financial year
- iii) To approve payments awaiting authorisation

**6.0423 Governance & compliance**

- i) To receive the Asset Register for financial year 2022/2023
- ii) To confirm the training schedule for new councillors

**7.0423 Matters for Future Discussion**

**8.0423 Items for Information Only**

**9.0423 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:*

**10.0423 Staffing Committee**

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

**Close of meeting**