

## BURGHFIELD PARISH COUNCIL

### Minutes of the Governance & Finance Committee Meeting

**Date:** Thursday 24 November 2022 **Time:** 6.30pm  
**Place:** Burghfield Village Hall, West Wing Committee Room  
**Present:** Cllr I MacFarlane Cllr T Ansell  
Cllr P Lawrence Cllr L Sharp  
Cllr C Jackson-Doerge  
**Attending:** Clerk to the Parish Council  
**Apologies** Cllr I Morrin

#### 1.1122 **Apologies for Absence**

Apologies for absence were received and accepted from Cllr Morrin.

#### 2.1122 **Declaration of any personal or financial interests & Applications for Dispensations**

Members present did not declare any personal or financial interests. No applications for dispensation were presented.

#### 3.1122 **Minutes of the last Meeting**

The minutes of the last meeting held on 20 October 2022 having been circulated, were confirmed a correct record, and signed by the Chairman.

#### 4.1122 **To deal with any items requiring URGENT attention**

No items requiring urgent attention were raised.

#### 5.1122 **Accounts**

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

Water heaters at village hall.

Resolved: To award a grant of £1,520 to the Handybus service to assist with the continued service within the parish accordingly.

*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 23 November 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 approve the revenue and capital estimates for financial year commencing 1 April 2023

Members discussed approved projects and any potential impact evident within the proposed estimates. 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 was presented. 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.

Resolved: 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 noted general reserves would remain within the recommended 6-month net expenditure.

- iv) To recommend the precept to be requested from West Berkshire District Council 2023/2024

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: To recommend to full council that no increase is imposed on the precept to be served upon West Berkshire Council for the year commencing 1 April 2023. Resolved unanimously.

- v) To confirm any EMR movements required at year end

Resolved: To allocate monies accordingly to the previously approved EMR allocations for financial year 2023/2024.

#### **6.1122 Governance & compliance**

- i) To undertake a review of policies requiring updating

Resolved: A detailed list of policies held is to be presented, with renewal dates specified.

#### **7.1122 Matters for Future Discussion – Provision of outreach Post Office service, IT renewal policy, Software & IT/Cloud provision.**

#### **8.1122 Items for Information Only**

#### **9.1122 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:*

#### **10.1122 Staffing Committee**

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

Members were updated accordingly.

- ii) To receive an update following the recruitment of a Support & Communications officer

The recruitment of a Support & Communications officer has been completed with an offer having been presented. The details of the employment are being confirmed accordingly.

**Conclusion:** The Chairman declared the meeting closed 19.18pm.