

BURGHFIELD PARISH COUNCIL

Minutes of the Governance & Finance Committee Meeting

Date: Thursday 23 February 2023 **Time:** 6.30pm
Place: Burghfield Village Hall, West Wing Committee Room
Present: Cllr I MacFarlane Cllr J Ansell
Cllr P Lawrence Cllr C Jackson-Doerge (arrived 19.43pm)
Attending: Clerk to the Parish Council
Apologies Cllr I Morrin Cllr T Ansell
Cllr L Sharp

1.0223 **Apologies for Absence**

Apologies for absence were received and accepted from Cllr Morrin, Cllr T Ansell and Cllr L Sharp.

2.0223 **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.

3.0223 **Minutes of the last Meeting**

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

4.0223 **To deal with any items requiring URGENT attention**

No items requiring urgent attention were raised.

5.0223 **Accounts**

i) Accounts as of 31st January 2023

Members received the bank reconciliation, statement of income and expenditure and the Balance sheet as of 31st January 2023.

ii) To confirm the arrangements for the financial year end 2022/2023

The accounts year end closedown has been scheduled for the 19 April 2023. A date for the internal audit is yet to be confirmed.

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

Resolved: To provide the marquee required for the May Fayre 2023 at an estimated cost of £4,051 for weekend of 19-21st May 2023.

Resolved: To award a grant of £800 to the Berkshire MS Therapy Centre to enable the continuation of their four core therapies of physiotherapy, oxygen therapy, foot care and counselling free of charge. Burghfield members had 110 treatments during 2021.

Resolved: To not award a grant to MVP for the Kings Coronation celebrations due to the Parish council providing their own Celebrations within the parish for the Kings Coronation.

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 he causes being supported by the parish council.

iv) To undertake a review of the Burial Fees for next financial year

Resolved: To apply a 20% increase on non-resident fees accordingly,

effective as of 1st April 2023.

- v) To undertake a review of the pitch fees for next financial year

Resolved: Due to the increased costs for energy, a 20% increase in pitch fees is to be applied as of 1st April 2023.

6.0223 Governance & compliance

- i) To undertake a review of policies requiring updating

Resolved: A detailed list of policies was presented, with associated renewal dates being specified. The policies are to be presented for review in accordance with the document on a 3-year rolling programme.

- ii) To review the current IT Service and give consideration to alternative solutions/providers

Further quotations are to be obtained for comparison. A report is to be presented at the next meeting.

7.0223 Matters for Future Discussion

8.0223 Items for Information Only

9.0223 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:

10.0223 Staffing Committee

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

Resolved unanimously to ensure hours do not exceed 64 hours per month to ensure the overall costs remain within the budgetary parameters.

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

Members welcomed Elle and noted how well she had settled into the role.

Conclusion: The Chairman declared the meeting closed