

BURGHFIELD PARISH COUNCIL

Minutes of the Governance & Finance Committee Meeting

Date: Thursday 27 April 2023 **Time:** 6.30pm
Place: Burghfield Village Hall, West Wing Committee Room
Present: Cllr I MacFarlane Cllr J Ansell
Cllr T Ansell Cllr C Jackson-Doerge
Cllr L Sharp
Attending: Clerk to the Parish Council
2 members of the public
Apologies Cllr I Morrin Cllr P Lawrence

1.0423 **Apologies for Absence**

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

2.0423 **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.

3.0423 **Minutes of the last Meeting**

The minutes of the last meeting held on 23 February 2023 having been circulated, were confirmed a correct record, and signed by the Chairman.

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

No items requiring urgent attention were raised.

5.0423 **Accounts**

i) Accounts as of 31st March 2023

Members received the bank reconciliation, statement of income and expenditure, trail balance, Earmarked Reserves, grant awarded and the Balance sheet as of 31st March 2023. Members thanked the Clerk in her preparation of the Financial Statement for year end as of 31 March 2023. Resolved: To accept the documents as presented for presentation to full council for adoption with the AGAR statements accordingly.

ii) To receive and approve the Direct Debit payments schedule for the new financial year

Members received and approved the direct debit payment scheduled for the new financial year, commencing 1 April 2023.

iii) To approve payments awaiting authorisation

Resolved: To approve the payments awaiting approval as presented.

6.0423 **Governance & compliance**

i) To receive the Asset Register for financial year 2022/2023

Resolved: To receive and approve the asset register as presented. Members noted the assets both disposed and attained during the financial year 2022/2023.

ii) To confirm the training schedule for new councillors

Resolved: To ensure all new Cllrs undertake New Councillor Training. accordingly. A Burghfield specific session is to be established as soon as

possible. The offer of training is to be extended to neighbouring parishes if spaces are available at a pro-rotta charge being applied.

7.0423 Matters for Future Discussion – Discussion in relation to price increases being applied to external organisations subject to a fee from the parish council.

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 by the staffing committee

Members noted that staff appraisals were due. A report is to be presented at the next meeting upon the completion of the appraisals.

A review of one of the litter picking rounds had been completed, in conjunction with the appointed litter picker to ensure the hours completed each month remained within the budgetary parameters.

Conclusion: The Chairman declared the meeting closed 19.13pm