

BURGHFIELD PARISH COUNCIL

Minutes of the Governance & Finance Committee Meeting

Date: Thursday 25th May 2023 **Time:** 6.30pm
Place: Burghfield Village Hall, West Wing Committee Room
Present: Cllr I MacFarlane Cllr L Sharp
Cllr P Lawrence Cllr C Greaves
Attending: Clerk to the Parish Council Support & Communications Officer
0 members of the public
Apologies Cllr J Ansell

Prior to the commencement of the meeting, members voted on the appointment of Chairman of the committee. Proposed by Cllr Greaves, seconded by Cllr Sharp and resolved unanimously that Cllr P Lawrence be chairman of the Governance & Finance committee.

1.0523 **Apologies for Absence**

Apologies for absence were received and accepted from Cllr J Ansell.

2.0523 **Declaration of any personal or financial interests**

Members present did not declare any personal or financial interests.

3.0523 **Applications for Dispensations**

No applications for dispensation were presented

4.0523 **Minutes of the last Meeting**

The minutes of the last meeting held on 27 April 2023 having been circulated, were confirmed a correct record, and signed by the Chairman.

5.0523 **To deal with any items requiring URGENT attention**

No urgent items were raised.

6.0523 **Accounts**

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

Resolved: To allocate funding for the provision grant £1,500 to Burghfest for the provision of toilets at the planned event in September 2023.

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

The budget comparison figures for the period 1 April to 23rd May 2023 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 the Statement of Accounts for the financial year ended 31st March 2023

Resolved that the detailed Statement of Accounts for the year ended 31 March 2023 be endorsed and presented to the Parish Council for adoption accordingly. Proposed by Cllr L Sharp, seconded by Cllr C Greaves and resolved unanimously.

Members of the committee acknowledged the council had an outstanding debt of £2,500 to a Mr L Awbery, incurred during financial year 2022/2023 for additional expenditure being incurred following the disturbance of works

to the safer surfacing at the common recreation ground.

Resolved: To request that full council review the outstanding debt to determine whether it is to be pursued or signed off.

- iv) To receive and approve the AGAR 2022/23 for presentation to the parish council

Resolved: Following members approving the figures presented within the Statement of Accounts, the Annual return documentation was completed for presentation to the parish council for full endorsement and approval at the next scheduled meeting.

Proposed by Cllr L Sharp, seconded by Cllr C Greaves and resolved unanimously.

- v) To receive the final Audit report for 2022/23 and note any action points

Current legislation requires the Parish Council to appoint an internal auditor. The final audit report for the year ended 31 March 2023 was circulated to members accordingly. Members of the Governance & Finance Committee noted that Auditing Solutions Ltd had confirmed the Parish Council continued to have effective systems in place to ensure transactions were reflected accurately in the Statement of Accounts. Members gave consideration to the points raised by the auditor with actions to be undertaken. Thanks were expressed to the clerk for a successful audit.

Resolved: For bank statements to be signed off on a regular basis, by an additional member of the Finance & Governance Committee to verify the bank reconciliation and original bank statements accordingly. Proposed by Cllr I Macfarlane, seconded by Cllr L Sharp and resolved unanimously.

Resolved: The Council reviews its asset register to ensure the basis of valuation accords with the accounting guidance with assets being sufficiently analysed to record and adjust for future disposals.

7.0523

Governance & compliance

- i) To receive and approve the Risk Assessment and Management Schedule for 2023/24

Resolved: To adopt the Risk Assessment and Management Schedule for 2023/2024 as presented. Proposed by Cllr L Sharp seconded by Cllr I Macfarlane and resolved unanimously.

- ii) To review the Standing Orders and confirm delegated authority

Resolved: The Scheme of Delegation was confirmed and is to be appended to the Standing Orders accordingly.

- iii) To give consideration to the review of the committee structure and associated responsibilities

Resolved: Members present discussed the current committee structure and its associated responsibilities to ensure the workload was evenly distributed.

Resolved: To recommend that Parish owned properties, Parish maintenance, Policing & Safer communities are moved from the Community committee to the Infrastructure committee with immediate effect. Proposed by Cllr L Sharp, seconded by Cllr I Macfarlane and resolved unanimously.

Cllr C Greaves left the meeting at 19.08pm.

8.0523

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

9.0523 Items for Information Only

10.0523 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:

11.0523 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.

Cllr P Lawrence was appointed a member of the staffing committee to ensure there were three sitting members as per recommendation.

Cllr J Ansell is to undertake the role of reviewing the litter wardens' timesheets on a monthly basis for approval for payment.

Conclusion: The Chairman declared the meeting closed 19.23pm.