

## BURGHFIELD PARISH COUNCIL

### Minutes of the Governance & Finance Committee Meeting

**Date:** Thursday 27<sup>th</sup> July 2023 **Time:** 6.30pm  
**Place:** Burghfield Village Hall, West Wing Committee Room  
**Present:** Cllr I MacFarlane Cllr J Ansell  
Cllr P Lawrence Cllr C Greaves  
**Attending:** Clerk to the Parish Council 0 members of the public  
**Apologies** Cllr L Sharp

#### 1.0723 **Apologies for Absence**

Apologies for absence were received and accepted from Cllr L Sharp.

#### 2.0723 **Declaration of any personal or financial interests**

Members present did not declare any personal or financial interests.

#### 3.0723 **Applications for Dispensations**

No applications for dispensation were presented.

#### 4.0723 **Minutes of the last Meeting**

The minutes of the last meeting held on 25 May 2023 having been circulated, were confirmed a correct record, and signed by the Chairman.

#### 5.0723 **To deal with any items requiring URGENT attention**

No urgent items were raised.

#### 6.0723 **Accounts**

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

No requests for donations had been received for consideration.

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

The budget comparison figures for the period 1 April to 27<sup>th</sup> July 2023 were presented and the figures noted. The current expenditure is based on the current year's budget and excluded figures that related to the previous year's commitment but had been paid in the current financial year.

- iii) To give consideration to the request from the Community committee for a detailed review of the financial management of the allotments

Members gave consideration to the request for a detailed review of the financial management of the allotments. The clerk is to collate all required information and prepare a detailed report for presentation to the Community committee in September prior to the annual rent review.

- iv) To receive an update further to determining the provision of a café as not financially viable

A verbal update was presented to members, advising that a potential buyer of the unit had been found with negotiations currently underway.

- v) To review the current Ear Marked Reserves allocation

Members reviewed the allocation of EMR for the current financial year.

- vi) To confirm any movements required for reserves and interest earning monies held

Resolved: To vire £2,473 from the existing EMR Community Hub fund to increase the EMR for community consultation required for the NDP.

Resolved: To vire £10,000 from the existing EMR CIL funding as an EMR for the provision of water at the common allotments.

Resolved: To vire £10,000 from the existing EMR Community Hub as a contribution to the provision of a footway between Burghfield & Mortimer.

Resolved: That all monies held in high interest accounts are to remain in their existing accounts with no movements being required.

**7.0723**      **Governance & compliance**

i) To confirm the banking mandate and authorised signatories

Members confirmed the banking mandate consisting of members of the Finance committee as signatories.

ii) To approve the expenditure for the cleaning of the War Memorial

Resolved: To instruct the cleaning of the War Memorial prior to Remembrance Sunday at a maximum budget allocation of £1,000.  
Resolved unanimously.

**8.0723**      **Matters for Future Discussion – IT overview and subscriptions, 4-year financial plan, 4-year plan for the financing of projects identified within the parish questionnaire.**

**9.0723**      **Items for Information Only**

**10.0723**      **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:*

**11.0723**      **Staffing Committee**

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

Members were advised that all staff appraisals had been completed accordingly. The performances and employment rates of direct employees were evaluated with the resultant payments (as noted in the confidential minute), applied with effect from the 1 April 2023.

**Conclusion:** The Chairman declared the meeting closed 19.25pm