

BURGHFIELD PARISH COUNCIL

Minutes of the Governance & Finance Committee Meeting

Date: Thursday 26th October 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
Cllr L Sharp
Attending: Clerk to the Parish Council 0 members of the public
Apologies All members were present

1.1023 **Apologies for Absence**

No apologies for absence were received.

2.1023 **Declaration of any personal or financial interests**

No declarations of a pecuniary or personal interests were raised.

3.1023 **Applications for Dispensations**

No applications for dispensation were presented.

4.01023 **Minutes of the last Meeting**

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

5.1023 **To deal with any items requiring URGENT attention**

No urgent items were raised.

6.1023 **Accounts**

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

Resolved: To donate £500 to My Cancer my Choices for their continued service within the Burghfield area. Resolved unanimously.

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

The budget comparison figures for the period 1 April to 1st October 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 approve the contribution to Burghfield library for the next financial year

Resolved: To allocate the funding accordingly for the contribution of £5,915 to the Burghfield library. Members noted this allocation had been included within the budget accordingly.

- iv) To receive a report of CIL monies

Members received an updated report of CIL monies held, confirming the allocation of sufficient funding to upgrade and refurbish council owned play areas. A detailed plan it to be developed by the community committee.

- v) To determine any movements from reserves

Members determined the following movements from reserves as:

- i. £2,473 from EMR Community Hub to Community Consultation
- ii. £10,000 from EMR CIL for the provision of water at the allotments.
- iii. 10,000 from EMR Community Hub to footway from Mortimer.

Members acknowledged that additional funding was required for the completion of an improved water supply at the common allotments. Resolved unanimously to allocate the Section 106 monies accordingly.

- vi) To give consideration to any specific areas of potential cost saving prior to budget setting

Members noted the following cost saving exercise had been completed in the previous and current financial year:

- i. *Fixed contracts for energy for parish owned properties.*
- ii. *Service provider review for parish owned buildings.*
- iii. *Staffing review, specifically in relation to litter collection.*

A review of IT services is to be progressed to determine whether any further savings could be achieved.

- vii) To receive suggestions of potential projects requiring funding from committee chairman

Members gave consideration to potential projects, highlighting the need for additional funding to be allocated for the provision of water at the common allotments. The following projects were identified:

- i. *Water bottle filling stations at the pavilion & village hall.*
- ii. *Parish consultation & questionnaire for completion of a council strategy.*
- iii. *Installation of PV panels on the pavilion.*
- iv. *Installation of solar batteries at the Village hall & sports pavilion.*
- v. *Refurbishment of the internal heating infrastructure at the sports pavilion.*
- vi. *Provision of enhanced picnic facilities on the common rec.*

- viii) To determine the specific projects for inclusion within the revenue and capital estimates for financial year 2024/25 for approval by the parish council

The projects identified for inclusion within the revenue and capital estimates for financial year 2024/25 are to be presented to the parish council for approval accordingly.

7.1023 Governance & compliance

- i) To receive an update in relation to the AGAR for year ending 31 March 2023

Members were advised that the AGAR documentation received by the external auditors, PKF Littlejohn, had been placed on the parish council website accordingly.

8.1023 Matters for Future Discussion – financial plan, plan for the financing of projects identified within the parish questionnaire.

9.1023 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:

11.1023 Staffing Committee

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

A report is to be presented by the staffing committee following their next scheduled meeting.

Conclusion: The Chairman declared the meeting closed 19.30pm