

BURGHFIELD PARISH COUNCIL

Minutes of the Governance & Finance Committee Meeting

Date: Thursday 23rd November 2023 Time: 6.30pm
Place: **Burghfield Village Hall, West Wing Committee Room**
Present: Cllr I MacFarlane Cllr C Greaves
Cllr P Lawrence
Attending: Clerk to the Parish Council 2 members of the public
Apologies Cllr L Sharp Cllr J Ansell

1.1123 **Apologies for Absence**

No apologies for absence were received.

2.1123 **Declaration of any personal or financial interests**

No declarations of a pecuniary or personal interests were raised.

3.1123 **Applications for Dispensations**

No applications for dispensation were presented.

4.1123 **Minutes of the last Meeting**

The minutes of the last meeting held on 26 October 2023 having been circulated, were confirmed a correct record, and signed by the Chairman.

5.1123 **To deal with any items requiring URGENT attention**

No urgent items were raised.

6.1123 **Accounts**

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

Resolved: To donate £700 to cover the cost of the hire of the hall and marquee required to facilitate the production of the Annual Produce Show in 2024. Resolved unanimously.

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

Members noted the budget comparison figures for the period 1 April to 1st November 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 revenue and capital estimates for financial year commencing 1 April 2024

Members discussed approved projects and any potential impact evident within the proposed estimates. A schedule of probable income and expenditure calculations, based on the anticipated outturn for the current year and the committed revenue expenditure for the following year was presented. The figures were based on the revenue consequences of previous capital programs and the administrative and operational requirements necessary to meet the parish council running expenses and Members discussed approved projects and any potential impact evident within the proposed estimates. A schedule of probable income and expenditure calculations, based on the anticipated outturn for the current year and the committed revenue expenditure for the following year was presented. The figures were based on the revenue consequences of

previous capital programs and the administrative and operational requirements necessary to meet the parish council running expenses and objectives. Members gave consideration to any alterations required to the proposed figures and to any policy decisions that would involve additional expenditure. As in previous years, the pay structure for all staff would be reviewed prior to the financial year end.

Resolved: Further to presentation and approval at full council, the revenue and capital estimates as presented, are to be implemented as of 1st April 2024. Members noted general reserves would remain within the recommended 6-month net expenditure.

- iv) To recommend the precept to be requested from West Berkshire District Council 2024/2025

Consideration was given to the amount of precept to be served upon West Berkshire Council. In arriving at the required amount, members were reminded of the need to ensure that the general balances, aside from those earmarked for specific purposes, were maintained in compliance with current requirements.

Resolved: To recommend to full council that no increase is imposed on the precept to be served upon West Berkshire Council for the year commencing 1 April 2024. Resolved unanimously.

- v) To give consideration to any areas of potential cost saving for financial year 2024/2025

Members gave consideration to further areas for cost saving within the parish, determining the following items for progression:

- i) Heating system at pavilion
- ii) Cleaning schedule at pavilion
- iii) IT provision and cloud storage

7.1123 Governance & compliance

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

Members were advised the AGAR documentation still required final certification and sign off by the external auditors, PKF Littlejohn. The delay had been caused by a concerned resident raising a query directly with the auditors.

8.1123 Matters for Future Discussion – financial plan, plan for the financing of projects identified within the parish questionnaire, committee structure.

9.1123 Items for Information Only

10.1123 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:

11.1123 Staffing Committee

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

The staffing committee updated members of the National Pay award having been finalised. The relevant amendments have been applied to staff, with all payments being backdated to 1st April 2023.

A maximum of an additional 2 hours per week is to be allocated to each of the litter wardens accordingly.

Conclusion: The Chairman declared the meeting closed 19.30pm.