

## BURGHFIELD PARISH COUNCIL

### Minutes of the Governance & Finance Committee Meeting

Date: Thursday 4<sup>th</sup> April 2024 Time: 7.00pm

Place: **Burghfield Village Hall, West Wing Committee Room**

Present: Cllr I MacFarlane Cllr C Greaves  
Cllr P Lawrence Cllr L Sharp

Attending: Clerk to the Parish Council 2 members of the public

#### 1.0424 **Apologies for Absence**

No apologies for absence were received.

#### 2. 0424 **Declaration of any personal or financial interests & Applications for Dispensations**

No declarations of a pecuniary or personal interests were raised. No applications for dispensation were presented for consideration.

#### 3.0424 **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.

#### 4.0424 **To deal with any items requiring URGENT attention**

Members noted the Feed-in tariff payments received from Ovo Energy had been made out to the clerk, despite numerous requests for payments via BACS or the cheques being re-issued to the parish council. Members enquired whether the clerk would process the payments and reimburse accordingly. Following visual sight by members present, and signing to confirm receipt, the clerk advised payments would be processed as requested. Resolved unanimously.

#### 5. 0424 **Accounts**

##### i) To give consideration to the requests for donations received

Members reviewed the application for the parish council to provide a marquee for the May Fayre event to be held on the Hatch Recreation Ground at a cost of £4,336.50. Resolved: To provide a Marquee for the May Fayre event as requested.

Members confirmed the previously approved grant allocation of £700 for the Annual Produce show, being allocated for costs associated with a marquee and hall hire. A saving of £100 achieved is to be allocated for additional trophies. Resolved: To allocate the full £700 as requested to the Annual Produce show.

Resolved: To not donate to My Cancer My Choices at this time due to a grant having already been allocated in December 2023.

Resolved: To not donate the requested £300 due to the application specifying the amount required was for core business running costs. The provision of room hire as an alternative, up to a maximum of £300, is to be offered for utilisation within financial year 2024/2025.

Resolved: To donate the funds required of £2,000 for the purchase of one reading shed. A request is to be presented for the shed to be dedicated in memory of parents recently lost. Resolved unanimously.

##### ii) To give consideration to the format for awarding Grants for 2024/2025

Members present gave consideration to current format for grants, determining whether an annual allocation, prior to year-end, would be more favourable.

Resolved: To implement the new format with immediate effect. Details are to be included on the parish website and within the next newsletter.

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

Members noted the budget comparison figures for the period 1 April to 31<sup>st</sup> March 2024 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.

Resolved: To undertake required movements from EMR for capital expenditure. Any overspend was to be funded from general reserves.

iii) To receive the Bank Statements for 31 March 2024

Members present received the bank statements as of 31st March 2024 held:

Unity Trust Current Account – 16,962.23

Unity Trust Village Hall Account – 26,650.84

Unity Trust Staff account – 545.38

Unity Trust 90 Day Account – 137,127.49

Nationwide 95 Day Account – 138,491.15

Newbury Building Society Account – 104,336.56

It was noted that not all interest due as of 31.03.2024 on the accounts held had been deposited and the resultant figures were subject to change as art of the year end processes being undertaken.

iv) To receive and approve the Direct Debit payments schedule for financial year 2024/2025

Members received and noted the direct debit listing for the financial year.

v) To approve any payments awaiting authorisation

Resolved: To authorise the payments awaiting authorisation as presented.

**6.0424 Governance & compliance**

i) To review the Asset Register for financial year 2023/2024 prior to Year end

Resolved: To receive and approve the asset register as presented. Members noted assets both disposed and attained during the financial year 2023/2024.

ii) To receive the draft Fixed Asset Valuation policy

Resolved: To adopt the Fixed Asset Valuation Policy as presented. The policy is to be implemented with immediate effect.

iii) To review and approve the updated Publication Scheme

Resolved: To adopt the updated Publication Scheme as presented. The scheme is to be implemented with immediate effect.

**7.0424 Matters for Future Discussion**

**8.0424 Items for Information Only**

**9.0424 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:*

**10.424 Staffing Committee**

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

Members discussed the increase of weekend call-outs for staff from hirers of the village hall following a significant increase in weekend parties.

Consideration is to be given to a rota and any other measures to ensure weekend cover is not the responsibility of one staff member. A report is to be presented at the next meeting for further consideration.

**Conclusion:** The Chairman declared the meeting closed 20.28pm