

BURGHFIELD PARISH COUNCIL

A meeting of the Parish Council was held at Burghfield Village Hall, Recreation Road, Burghfield on Thursday 6 June 2024 at 7.45pm.

Present: Cllr I Macfarlane (Chairman), Cllr P Lawrence, Cllr S Awbery, Cllr B Neilson, Cllr I Kitson, Cllr A Gallagher, Cllr Greaves, Cllr D Selway, Cllr L Watts, Cllr R Thorrington, Cllr L Sharp, Cllr N Morse

In Attendance: Clerk to the Parish Council, Support & Comms Officer, 0 members of the public.

Apologies: Cllr Y Mattos, Cllr D Godwin, Cllr A Mackinnon

Public Participation:

No members of the public were present.

1.0624 To report, approve and record apologies for absence (and the reasons) from members

Apologies for absence were presented and approved from Cllr Godwin, Cllr Mackinnon and Cllr Mattos.

2.0624 To Receive Declarations of a Personal or Pecuniary Interest and Grant any Dispensations requested

No Declarations of interest or applications for dispensation were presented by members present.

3.0624 To receive a verbal report from the Chairman

The chairman advised both the Children's Film afternoon and the community lunch held last week were a great success. Thanks to both Cllr Gallagher and Cllr Neilson for their help and support at the events.

The Chairman expressed his gratitude to the grant donors who attended the APM last week.

4.0624 Questions to the chairman previously submitted in writing

The Chairman advised no questions had been submitted in writing prior to the meeting.

5.0624 To receive a report from a District Councillor

Members noted a written report had been circulated from the District Cllr. A request is to be presented for the report to be forwarded earlier to enable members to prepare any questions.

6.0624 To receive the minutes of the last Parish Council meeting held on 2 May 2024

Resolved that the minutes of the meeting of the Parish Council held on 2 May 2024 be approved as a true and correct record and signed by the presiding Chairman.

7.0624 To receive the minutes of the meeting of the Communications & Events Committee and approve the recommendations therein

Resolved: that the minutes of the meeting of the Communications & Events Committee held on 9 May 2024 be approved and the recommendations therein.

8.0624 To receive the minutes of the meetings of the Facilities Committee and approve the recommendations therein

Resolved: that the minutes of the meeting of the Communications Committee held on 16 May 2024 be approved as a true and correct record and the recommendations therein.

9.0624 To receive the minutes of the meetings of the Environment & Recreation Committee and approve the recommendations therein

Resolved: that the minutes of the meeting of the Environment & Recreation Committee held on 16 May 2024 be approved as a true and correct record and the recommendations therein.

10.0624 To receive the minutes of the meetings of the Governance & Finance Committee and approve the recommendations therein

Resolved: that the minutes of the meeting of the Governance & Finance Committee held on 30 May 2024 be approved as a true and correct record and the recommendations therein.

BURGHFIELD PARISH COUNCIL

11.0624 To receive brief verbal reports from Parish Council Representatives attending meetings of Outside Bodies to which they have been appointed

Cllr Morse requested further details in relation to the AWE liaison committee role he has been assigned too. The Clerk is to forward the relevant details.

12.0624 Financial Matters

- i) Parish Council Bank Account Reconciliation & payments as of 31 May 2024:
The accounts reconciliation statements for month ending 31 May 2024 were noted. Items for payment are to be debited to the account of the Parish Council.
- ii) Village Hall Bank Account Reconciliation & payments as of 31 May 2024:
The accounts reconciliation statements for 31 May 2024 were noted. Items for payment are to be debited to the account of the Village Hall. Bookings for May were noted as £3616.25.
- iii) To receive and approve the year-end accounts, including the financial statements and balance sheet to 31st March 2024.
The year-end accounts, including the financial statements for 2023/24, having being previously scrutinised by the Finance & Audit committee were approved by members present. The document was signed by the Chairman and the RFO accordingly.

13.0624 Annual Governance & Accountability Return (AGAR)

- i) To receive and resolve to accept the Annual Internal Audit (IA) Report 2023/2024
The internal audit was completed by Auditing Solutions with the Annual Internal Audit (IA) report being signed for 2023/2024.
Resolved unanimously to approve the document as presented.
- ii) To review and approve the Annual Governance Statement assertions as set out in Section 1 of the AGAR for the year ended 31 March 2024
Resolved: unanimously that all assertions should be answered "Yes", except for Statement 9 which should be answered "N/A", and the document be approved by council. The document was then signed by the Chairman and Clerk accordingly.
- iii) To approve Section 2 of the AGAR, Accounting Statements for year-ended 31 March 2024 (informed by Council Accounts and confirmed by IA figures)
Resolved: that the year-end figures on the Accounting Statement 2023/24, as circulated to all councillors, are accordingly approved. The document was signed by Cllr Macfarlane as Chairman.
- iv) To note that the period of elector's rights will commence on Monday 10th June 2024 and finish on Friday 19th July 2024. Public notification will be placed on noticeboards and the website
The council noted the dates for the period for the exercise of public rights being set as; Monday 10 June to Friday 19th July 2024. This period included the first 10 working days of July as required by the Accounts & Audit Regulations 2015.

14.0624 Matters for Future Discussion

To re-establish the Willink Liaison Committee.

15.0624 Items for information

No further items were raised.

16.0624 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. Exclusion was not required.

Close of meeting at 20.10pm