

BURNHAM PARISH COUNCIL
Minutes of the Policy and Resources Committee

Minutes of the Policy & Resources Committee held on 18th June 2024 at 6:30pm in Burnham Park Hall.

Committee members present:

Cllr Carol Linton (Chair until PR2425/01)

Cllr Alexa Collins (Vice Chair until PR2425/01; Chair from PR2425/02)

Cllr Ekta Kaur Ross (Vice Chair from PR2425/02)

Cllr Jackie Slater

Cllr Marie Hammon

Cllr David Peplar

Cllr John Carey

Cllr Trevor Stewart

In attendance:

Cllr Graham Mummery

Officers of the Council:

Adam Killeya (Parish Clerk)

Rupinder Gaidhu (Finance Manager)

Members of the public:

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PR2425/01 Election of Chairman

The Chair made a personal statement to the committee.

Cllr Alexa Collins was unanimously voted as Chairman of the Committee for the 2024-25 municipal year.

The Chair expressed the Committee's thanks to the outgoing Chair, Cllr Carol Linton, for her hard work.

PR2425/02 Election of Vice Chairman

Cllr Ekta Kaur Ross was unanimously voted as Vice Chairman of the Committee for the 2024-25 municipal year.

PR2425/03 Apologies for Absence

Apologies were received from Cllrs Bagga and Foster.

PR2425/04 Declarations of Interest

No declarations were received.

PR2425/05 Public Forum

As there were no members of the public present there was no public forum.

PR2425/06 Minutes

The minutes of the committee meeting of 23rd April 2024 were approved.

PR2425/07 Finances

The Chair reported that she will be meeting with the Clerk and Finance Manager to review the figures further and ensure that the format and figures are fully fit for purpose.

The final end of year accounts and budget position for the financial year 2023-24 were **NOTED**.

The Annual Governance and Accountability Return 2023/24 was **RECOMMENDED** to full council.

Signed:



Date:

30/7/24

It was **RESOLVED** to appoint Mulberry Local Authority Services Ltd as internal auditors for the year 2024/25 and to delegate authority to the Clerk, in consultation with the Finance Manager and the Chair of the Policy and Resources Committee, to extend the appointment by a further three-year period if they are satisfied with the service and renewal cost.

The information on the financial services compensation scheme was **NOTED**.

PR2425/08 Project Updates: Neighbourhood Plan

The Clerk, Cllr Hammon and Cllr Linton gave a verbal update on the progress with the Neighbourhood Plan; and stated that a written report would be coming to full council. The report was **NOTED**.

PR2425/09 Climate Emergency and eco-audit

There were no further actions since the last meeting. It was stated that full council will be reviewing the next steps for the Climate Emergency Working Group.

It was **RESOLVED** to move item 10 - staffing - to the end of the agenda.

PR2425/10 Policies

It was **RECOMMENDED** that full council adopt the updated scheme of delegation and terms of reference; subject to these changes:

- i. the addition of the role of the BPMC in agreeing hire exemptions and priorities,
- ii. the addition of the words "subject to limits laid out in financial regulations" to the proposed items pertaining to committees' powers to approve spending within budgets.
- iii. amendments to the wording of the BPMC responsibilities to reflect responsibility for events but not maintenance within the grounds and park.
- iv. removing the Burnham New Secondary School Steering Group from the scheme of the delegation as a Working Group.
- v. a decision to be taken at full council about the future of the Climate Emergency Working Group.

It was **RECOMMENDED** that full council re-adopt the data retention policy.

PR2425/11 Risk assessment

The general risk assessment document was **NOTED**. The Clerk reported that actions are in progress for a number of items, in liaison with other staff as appropriate, and that other items would be actioned when the new hall manager is appointed.

PR2425/12 General Power of Competence and s.137

The report was **NOTED**.

It was **RECOMMENDED** that full council adopt a resolution that the council no longer fulfils the conditions for the General Power of Competence.

PR2425/13 IT update

The update report was **NOTED**.

PR2425/14 Village Centre regeneration

The update report was **NOTED**. It was **RESOLVED** that this was not currently a council priority but that the council would support the Economic Regeneration Team engaging with the traders, and would be willing to provide a room for such a meeting.

Signed:



Date:

30/7/24

Cllr Hammon and the Clerk updated the committee on the Stories Project, which is an exciting project which will be run by Bucks Culture in the Village; further information will follow.

It was **RESOLVED** under The Public Bodies (Admission to Meetings) Act 1960 to exclude the public for confidential business to be considered; on the ground that the report includes sensitive staffing information.

PR2425/15 Staffing

It was **RECOMMENDED** to full council that the council re-advertise the Hall Manager post at SCP 24-28 (£33,024-£36,648); and invite shortlisted candidates to continue their applications without needing to reapply.

It was **RESOLVED** to accept the further recommendations of the Clerk made in confidential session.

The meeting closed at 8:32pm

Date of next meeting:

Tuesday 30th July

Signed:



Date:

30/7/24