

BURNHAM PARISH COUNCIL

Minutes of the Policy & Resources Committee held on 19th November 2024 at 6:30pm in Burnham Park Hall.

Committee members present:

Cllr Alexa Collins (Chair)	Cllr Ekta Kaur Ross (Vice Chair)	Cllr John Carey
Cllr Carol Linton	Cllr Judith Foster	Cllr Jackie Slater
Cllr Graham Mummery	Cllr David Peplar	

Officers of the Council: Adam Killeya (Parish Clerk)
Rupinder Gaidhu (Finance Manager)

Members of the public: 0

PR2425/42 Apologies for Absence

Apologies were received from Cllrs Hammon and Stewart, and Cllr Gamble (reserve member).

PR2425/43 Declarations of Interest

Cllr Carey declared a non-pecuniary interest in agenda item 13 Correspondence – Burnham Care and Share (minute PR2425/54) as a member of St Peter's Church and of the Care and Share Steering Committee.

Cllrs Slater and Foster declared non-pecuniary interests in agenda item 15 - Leases (minute PR2425/56) as members of the Bowls Club.

The Clerk noted for transparency with respect to item 15 - Leases (minute PR2425/56) that they were a member of the Tennis Club; and with respect item 14 - Staffing and Appraisals (minute PR2425/56) that their own salary was affected.

PR2425/44 Public Forum

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

PR2425/45 Minutes

It was **RESOLVED** to approve the minutes of the committee meeting of 24th September 2024.

PR2425/46 Budget 2025-26

It was **RESOLVED** to approve the accounts and budget monitoring report for all committees for the second quarter of 2024-25.

It was **RECOMMENDED** to Full Council increase the Employer Contribution to the Scottish Widows pensions scheme from 3% to 6% for pensionable staff from the financial year 2025-26; and to make provision in the budget and precept for this.

The latest draft budget for the committee for 2025-26 was **RECOMMENDED** to Full Council, subject to

- a. the inclusion of costings for increasing the employer pensions contribution;
- b. increasing the general reserves top up from £20,000 to £30,000;
- c. adding a budget line of £500 for War Memorial Maintenance;
- d. other appropriate necessary changes to be detailed by the Clerk before Full Council.

PR2425/47 Policies

It was **RECOMMENDED** to Full Council to adopt the following updated policies:

- a. The consolidated GDPR, data, privacy and CCTV policy; and updated data audit.
- b. The updated Freedom of information policy and scheme of publication.
- c. The updated Risk Assessment policy and risk register for 2024-25.

PR2425/48 Defibrillators

The written and verbal reports were **NOTED**.

It was **RECOMMENDED** to Full Council to

- a. approve funding of up to £2,000 from the High Street Land Securities Improvement Fund to fund up to three defibrillator cases, provided that charity funding is approved for the defibrillators;
- b. delegate authority to the Clerk in consultation with Cllr Mummery to finalise the location of the devices, and seek appropriate permissions, in lines with the priorities outlined in the report.

PR2425/49 Legislation in progress - Employment Rights Bill

The briefing note was **NOTED**.

PR2425/50 Car parking

It was **RESOLVED** to refer this item to the Burnham Park Management Committee, with consideration to the free days being requested for 2025 as the four Saturdays immediately preceding Christmas.

PR2425/51 Road Traffic Orders

The written report was **NOTED**.

It was **RESOLVED** to defer further consideration of Road Traffic Orders until the next council year.

It was **RESOLVED** to write to Bucks Council stating that the Council has no comment on the disabled bays at 28 Byways, and 21 Hanbury Close.

PR2425/52 Consultations

It was **NOTED** that the council has submitted responses to consultations on:

- a. Buckinghamshire Fire and Rescue Service: Community Risk Management Plan (CMRP) 2025-2030.
- b. Buckinghamshire Taxi policy.
- c. Buckinghamshire Council Adult Social Care Day and Overnight Respite (consultation response ANON-YGN1-2JT8-7)

It was **RESOLVED** to delegate to the Clerk in consultation with Councillor Linton to make a response to the consultation from Buckinghamshire Council on the all-age carers strategy.

PR2425/53 Community Infrastructure Levy

The CIL report for 2023/24 was **NOTED**. It was further **NOTED** that

- a. the council has received £14,443.98 in CIL payments in connection with developments at Wethered Drive;
- b. a sum received and incorrectly ascribed to CIL funds, concerning the sale of a Tractor, had now been now moved to General Reserves, which will be recorded in the CIL report for 2024/25.

PR2425/54 Correspondence – Burnham Care and Share

It was **RECOMMENDED** to Full Council

- a. that they consider how best to reach a legal agreement with both Burnham Care and Share and Burnham Health Promotion Trust to amend the BHPT lease and transfer some of the rights therein, having sought legal advice and quotes.
- b. that in the meantime Burnham Care and Share be permitted to continue to operate, using the rights previously granted to Burnham Health Promotion Trust, for three months pending further review; provided that Burnham Health Promotion Trust continue to accept full responsibility for ensuring that all obligations relating to these rights are met.

PR2425/55 Staffing and appraisals

It was **RESOLVED** under The Public Bodies (Admission to Meetings) Act 1960, as extended by Schedule 12A of the Local Government Act 1972, to exclude the public for confidential business to be considered; on the grounds that the following two items included sensitive information around staffing matters and commercial matters respectively.

The Finance Manager left the meeting.

The verbal update on staffing, including a summary of annual appraisals, was **NOTED**.

The written report on staff remuneration for 2025-26 was **NOTED**, and it was **RESOLVED** to accept the recommendations in the confidential written report.

PR2425/56 Leases

The list of current council leases was **NOTED** and it was **RESOLVED** to:

- a. make no changes with respect to the rent for the Bowls Club, Tennis Club, and Learn2Dance;
- b. give the Clerk guidance and delegated authority with respect to the renegotiation of the lease on 5, Lent Green Lane.

The meeting closed at 2031

Date of next meeting: Tuesday 11th February 2025.

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 1, April Year: 2025

Department: From '2' to '2' (inclusive)

Period To: Month 9, December

BPH-Hire

Chart of Accounts: Chart of Accounts

	<u>Actual</u>		<u>Budget</u>		<u>Variance</u>
Sales/Income					
Income	94,894.97		82,499.99		12,394.98
	<u>94,894.97</u>		<u>82,499.99</u>		<u>12,394.98</u>
Purchases					
	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>
Direct Expenses					
Mileage	0.00		37.48		37.48
Clothing	0.00		74.98		74.98
Event Promotion	0.00		2,250.00		2,250.00
Licences	1,605.00		3,000.01		1,395.01
Equipment Hire	0.00		2,250.00		2,250.00
Laundry	687.15		299.99		(387.16)
	<u>2,292.15</u>		<u>7,912.46</u>		<u>5,620.31</u>
Gross Profit (Loss):	<u>92,602.82</u>		<u>74,587.53</u>		<u>18,015.29</u>
Overheads					
Salaries	81,044.93		92,607.75		11,562.82
Training	0.00		749.98		749.98
Equipment repairs & renewal	0.00		18,749.98		18,749.98
	<u>81,044.93</u>		<u>112,107.71</u>		<u>31,062.78</u>
Net Profit (Loss):	<u>11,557.89</u>		<u>(37,520.18)</u>		<u>49,078.07</u>

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 1, April Year: 2025

Department: From '3' to '3' (inclusive)

Period To: Month 9, December

Cafe

Chart of Accounts: Chart of Accounts

	<u>Actual</u>		<u>Budget</u>		<u>Variance</u>
Sales/Income					
Income	11,713.67		14,999.98		(3,286.31)
	<u>11,713.67</u>		<u>14,999.98</u>		<u>(3,286.31)</u>
Purchases					
Purchases	5,454.37		7,499.99		2,045.62
	<u>5,454.37</u>		<u>7,499.99</u>		<u>2,045.62</u>
Direct Expenses					
	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>
Gross Profit (Loss):	<u>6,259.30</u>		<u>7,499.99</u>		<u>(1,240.69)</u>
Overheads					
	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>
Net Profit (Loss):	<u>6,259.30</u>		<u>7,499.99</u>		<u>(1,240.69)</u>

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 1, April Year: 2025

Department: From '4' to '4' (inclusive)

Period To: Month 9, December

Bar

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Income	36,661.09	59,999.96	(23,338.87)
	<u>36,661.09</u>	<u>59,999.96</u>	<u>(23,338.87)</u>
Purchases			
Purchases	14,584.60	26,249.97	11,665.37
	<u>14,584.60</u>	<u>26,249.97</u>	<u>11,665.37</u>
Direct Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Gross Profit (Loss):	<u>22,076.49</u>	<u>33,749.99</u>	<u>(11,673.50)</u>
Overheads	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Profit (Loss):	<u>22,076.49</u>	<u>33,749.99</u>	<u>(11,673.50)</u>

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 1, April Year: 2025

Department: From '5' to '5' (inclusive)

Period To: Month 9, December

Events

Chart of Accounts: Chart of Accounts

	<u>Actual</u>		<u>Budget</u>		<u>Variance</u>
Sales/Income					
Income	6,675.26		11,250.00		(4,574.74)
	<u>6,675.26</u>		<u>11,250.00</u>		<u>(4,574.74)</u>
Purchases					
	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>
Direct Expenses					
Event Staff	27,469.02		22,500.00		(4,969.02)
Event Promotion	140.33		374.97		234.64
Entertainment	5,632.87		11,999.98		6,367.11
	<u>33,242.22</u>		<u>34,874.95</u>		<u>1,632.73</u>
Gross Profit (Loss):	<u>(26,566.96)</u>		<u>(23,624.95)</u>		<u>(2,942.01)</u>
Overheads					
Salaries	17.01		0.00		(17.01)
	<u>17.01</u>		<u>0.00</u>		<u>(17.01)</u>
Net Profit (Loss):	<u>(26,583.97)</u>		<u>(23,624.95)</u>		<u>(2,959.02)</u>

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 1, April Year: 2025

Department: From '6' to '6' (inclusive)

Period To: Month 9, December

BPH-Admin

Chart of Accounts: Chart of Accounts

	<u>Actual</u>		<u>Budget</u>		<u>Variance</u>
Sales/Income					
Income	2,225.57		1,125.00		1,100.57
	<u>2,225.57</u>		<u>1,125.00</u>		<u>1,100.57</u>
Purchases					
Purchases	1,317.78		750.01		(567.77)
	<u>1,317.78</u>		<u>750.01</u>		<u>(567.77)</u>
Direct Expenses					
Community Entertainment	33.12		0.00		(33.12)
Event Promotion	0.00		374.99		374.99
Equipment Purchase	3,370.45		3,749.94		379.49
Licences	1,662.47		0.00		(1,662.47)
	<u>5,066.04</u>		<u>4,124.93</u>		<u>(941.11)</u>
Gross Profit (Loss):	<u>(4,158.25)</u>		<u>(3,749.94)</u>		<u>(408.31)</u>
Overheads					
Training	1,004.98		749.97		(255.01)
Cleaning	711.54		0.00		(711.54)
Advertising	209.00		0.00		(209.00)
Property Maintenance &	26,339.71		30,750.57		4,410.86
Bank Charges	920.62		2,250.00		1,329.38
Rates & Council Tax	17,714.50		5,000.00		(12,714.50)
Refuse	1,954.00		2,250.00		296.00
Utilities	32,152.82		37,499.99		5,347.17
Equipment repairs & renewal	431.25		3,749.94		3,318.69
PWLB Loan Repayment	4,763.94		4,880.00		116.06
PWLB Interest Repayment	116.25		69.65		(46.60)
Bad Debt Write Off	0.00		75.00		75.00
Subscriptions	95.00		0.00		(95.00)
Health and Safety	498.70		0.00		(498.70)
	<u>86,912.31</u>		<u>87,275.12</u>		<u>362.81</u>
Net Profit (Loss):	<u>(91,070.56)</u>		<u>(91,025.06)</u>		<u>(45.50)</u>

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 7, October Year: 2025

Department: From '2' to '2' (inclusive)

Period To: Month 9, December

BPH - Hire

Chart of Accounts: Chart of Accounts

	<u>Actual</u>		<u>Budget</u>		<u>Variance</u>
Sales/Income					
Income	31,951.78		27,500.01		4,451.77
	<u>31,951.78</u>		<u>27,500.01</u>		<u>4,451.77</u>
Purchases					
	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>
Direct Expenses					
Mileage	0.00		12.51		12.51
Clothing	0.00		25.00		25.00
Event Promotion	0.00		750.00		750.00
Licences	600.00		1,000.02		400.02
Equipment Hire	0.00		750.00		750.00
Laundry	500.98		100.01		(400.97)
	<u>1,100.98</u>		<u>2,637.54</u>		<u>1,536.56</u>
Gross Profit (Loss):	<u>30,850.80</u>		<u>24,862.47</u>		<u>5,988.33</u>
Overheads					
Salaries	30,865.41		30,869.25		3.84
Training	0.00		250.00		250.00
Equipment repairs & renewal	0.00		6,250.00		6,250.00
	<u>30,865.41</u>		<u>37,369.25</u>		<u>6,503.84</u>
Net Profit (Loss):	<u>(14.61)</u>		<u>(12,506.78)</u>		<u>12,492.17</u>

Burnham Parish Council

Profit & Loss by Department (Advanced Budget and Variance)

Period From: Month 7, October Year: 2025

Department: From '3' to '3' (inclusive)

Period To: Month 9, December

CAFE

Chart of Accounts: Chart of Accounts

	<u>Actual</u>		<u>Budget</u>		<u>Variance</u>
Sales/Income					
Income	3,518.45		5,000.01		(1,481.56)
	<u>3,518.45</u>		<u>5,000.01</u>		<u>(1,481.56)</u>
Purchases					
Purchases	1,395.71		2,500.01		1,104.30
	<u>1,395.71</u>		<u>2,500.01</u>		<u>1,104.30</u>
Direct Expenses					
	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>
Gross Profit (Loss):	<u>2,122.74</u>		<u>2,500.00</u>		<u>(377.26)</u>
Overheads					
	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>
Net Profit (Loss):	<u>2,122.74</u>		<u>2,500.00</u>		<u>(377.26)</u>

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 7, October Year: 2025

Department: From '4' to '4' (inclusive)

Period To: Month 9, December

BAR

Chart of Accounts: Chart of Accounts

	<u>Actual</u>		<u>Budget</u>		<u>Variance</u>
Sales/Income					
Income	9,228.81		20,000.00		(10,771.19)
		<u>9,228.81</u>		<u>20,000.00</u>	<u>(10,771.19)</u>
Purchases					
Purchases	3,978.64		8,750.01		4,771.37
		<u>3,978.64</u>		<u>8,750.01</u>	<u>4,771.37</u>
Direct Expenses					
		<u>0.00</u>		<u>0.00</u>	<u>0.00</u>
Gross Profit (Loss):		<u>5,250.17</u>		<u>11,249.99</u>	<u>(5,999.82)</u>
Overheads					
		<u>0.00</u>		<u>0.00</u>	<u>0.00</u>
Net Profit (Loss):		<u>5,250.17</u>		<u>11,249.99</u>	<u>(5,999.82)</u>

Burnham Parish CouncilProfit & Loss by Department (Advanced Budget and Variance)

Period From: Month 7, October Year: 2025

Department: From '5' to '5' (inclusive)

Period To: Month 9, December

EVENTS

Chart of Accounts: Chart of Accounts

	<u>Actual</u>		<u>Budget</u>		<u>Variance</u>
Sales/Income					
Income	5,171.92		3,750.00		1,421.92
		<u>5,171.92</u>		<u>3,750.00</u>	<u>1,421.92</u>
Purchases					
		<u>0.00</u>		<u>0.00</u>	<u>0.00</u>
Direct Expenses					
Event Staff	10,448.61		7,500.00		(2,948.61)
Event Promotion	140.33		125.01		(15.32)
Entertainment	3,554.54		4,000.00		445.46
		<u>14,143.48</u>		<u>11,625.01</u>	<u>(2,518.47)</u>
Gross Profit (Loss):		<u>(8,971.56)</u>		<u>(7,875.01)</u>	<u>(1,096.55)</u>
Overheads					
		<u>0.00</u>		<u>0.00</u>	<u>0.00</u>
Net Profit (Loss):		<u>(8,971.56)</u>		<u>(7,875.01)</u>	<u>(1,096.55)</u>

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 7, October Year: 2025

Department: From '6' to '6' (inclusive)

Period To: Month 9, December

BPH - Admin

Chart of Accounts: Chart of Accounts

	<u>Actual</u>		<u>Budget</u>		<u>Variance</u>
Sales/Income					
Income	733.56		375.00		358.56
		<u>733.56</u>		<u>375.00</u>	<u>358.56</u>
Purchases					
Purchases	339.49		251.66		(87.83)
		<u>339.49</u>		<u>251.66</u>	<u>(87.83)</u>
Direct Expenses					
Community Entertainment	33.12		0.00		(33.12)
Event Promotion	0.00		125.01		125.01
Equipment Purchase	1,179.98		1,249.98		70.00
Licences	1,068.60		0.00		(1,068.60)
		<u>2,281.70</u>		<u>1,374.99</u>	<u>(906.71)</u>
Gross Profit (Loss):		<u>(1,887.63)</u>		<u>(1,251.65)</u>	<u>(635.98)</u>
Overheads					
Training	666.98		249.99		(416.99)
Cleaning	338.34		0.00		(338.34)
Advertising	209.00		0.00		(209.00)
Property Maintenance &	2,581.01		5,000.00		2,418.99
Bank Charges	326.86		750.00		423.14
Refuse	644.62		750.00		105.38
Utilities	9,030.37		12,500.01		3,469.64
Equipment repairs & renewal	431.25		1,249.98		818.73
PWLB Loan Repayment	2,393.47		2,509.53		116.06
PWLB Interest Repayment	46.60		0.00		(46.60)
Bad Debt Write Off	0.00		25.01		25.01
Health and Safety	49.54		0.00		(49.54)
		<u>16,718.04</u>		<u>23,034.52</u>	<u>6,316.48</u>
Net Profit (Loss):		<u>(18,605.67)</u>		<u>(24,286.17)</u>	<u>5,680.50</u>

Burnham Parish CouncilProfit & Loss by Department (Advanced Budget and Variance)

Period From: Month 1, April Year: 2025

Department: From '1' to '1' (inclusive)

Period To: Month 9, December

BPC - office

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Precept Income	673,203.62	336,601.81	336,601.81
Income	33,174.16	15,642.00	17,532.16
	<u>706,377.78</u>	<u>352,243.81</u>	<u>354,133.97</u>
Purchases	0.00	0.00	0.00
Direct Expenses			
Community Entertainment	1,504.00	2,499.98	995.98
Mileage	125.66	187.48	61.82
Equipment Purchase	1,190.85	416.65	(774.20)
Licences	90.00	0.00	(90.00)
Grants	3,068.00	2,999.98	(68.02)
	<u>5,978.51</u>	<u>6,104.09</u>	<u>125.58</u>
Gross Profit (Loss):	<u>700,399.27</u>	<u>346,139.72</u>	<u>354,259.55</u>
Overheads			
Salaries	121,615.63	147,750.00	26,134.37
Pension	376.90	562.50	185.60
Staff Welfare	1,717.64	1,874.99	157.35
Training	2,074.17	2,625.00	550.83
Insurance	15,544.59	13,200.00	(2,344.59)
Legal & Professional	73,908.65	5,549.96	(68,358.69)
Chairman's Expenses	1,355.00	1,125.00	(230.00)
Twinning Expenses	100.00	74.98	(25.02)
Councillor's Expenses	1,152.24	1,374.99	222.75
Election Costs	0.00	2,999.98	2,999.98
Postage	19.99	74.99	55.00
Stationery	2,659.62	2,999.98	340.36
Telephone	4,292.57	3,375.00	(917.57)
Meeting expenses	439.27	450.00	10.73
Advertising	384.62	299.98	(84.64)
Bank Charges	532.75	374.99	(157.76)
PWLB Loan Repayment	57,703.98	27,857.24	(29,846.74)
PWLB Interest Repayment	37,144.19	17,710.05	(19,434.14)
IT Software	7,782.88	7,875.00	92.12
Subscriptions	2,992.41	2,450.00	(542.41)
Health and Safety	1,000.91	187.49	(813.42)
	<u>332,798.01</u>	<u>240,792.12</u>	<u>(92,005.89)</u>
Net Profit (Loss):	<u>367,601.26</u>	<u>105,347.60</u>	<u>262,253.66</u>

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 7, October Year: 2025

Department: From '1' to '1' (inclusive)

Period To: Month 9, December

BP OFFICE

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income			
Income	(238,716.39)	5,214.00	(243,930.39)
	<u>(238,716.39)</u>	<u>5,214.00</u>	<u>(243,930.39)</u>
Purchases			
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Direct Expenses			
Community Entertainment	1,354.00	500.00	(854.00)
Mileage	55.80	62.50	6.70
Licences	90.00	0.00	(90.00)
Grants	1,915.00	1,000.00	(915.00)
	<u>3,414.80</u>	<u>1,562.50</u>	<u>(1,852.30)</u>
Gross Profit (Loss):	<u>(242,131.19)</u>	<u>3,651.50</u>	<u>(245,782.69)</u>
Overheads			
Salaries	49,090.55	48,750.00	(340.55)
Pension	0.00	187.50	187.50
Staff Welfare	1,171.38	625.01	(546.37)
Training	0.00	375.00	375.00
Legal & Professional	14,781.90	1,850.00	(12,931.90)
Chairman's Expenses	755.00	375.00	(380.00)
Twinning Expenses	100.00	25.00	(75.00)
Councillor's Expenses	1,152.24	1,125.00	(27.24)
Election Costs	0.00	1,000.00	1,000.00
Postage	19.99	25.01	5.02
Stationery	817.07	1,000.00	182.93
Telephone	1,477.43	1,125.00	(352.43)
Meeting expenses	111.31	150.00	38.69
Advertising	0.00	100.00	100.00
Bank Charges	180.90	125.01	(55.89)
PWLB Loan Repayment	22,414.84	0.00	(22,414.84)
PWLB Interest Repayment	11,237.75	0.00	(11,237.75)
IT Software	3,870.40	2,625.00	(1,245.40)
Subscriptions	477.50	0.00	(477.50)
Health and Safety	3.31	62.51	59.20
	<u>107,661.57</u>	<u>59,525.04</u>	<u>(48,136.53)</u>
Net Profit (Loss):	<u>(349,792.76)</u>	<u>(55,873.54)</u>	<u>(293,919.22)</u>

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 1, April Year: 2025

Department: From '7' to '7' (inclusive)

Period To: Month 9, December

GPMG

Chart of Accounts: Chart of Accounts

	<u>Actual</u>		<u>Budget</u>		<u>Variance</u>
Sales/Income					
Income	24,397.19		17,924.96		6,472.23
	<u>24,397.19</u>		<u>17,924.96</u>		<u>6,472.23</u>
Purchases					
	<u>0.00</u>		<u>0.00</u>		<u>0.00</u>
Direct Expenses					
Fuel	2,732.91		2,250.00		(482.91)
Mileage	920.34		749.98		(170.36)
Clothing	80.87		74.97		(5.90)
	<u>3,734.12</u>		<u>3,074.95</u>		<u>(659.17)</u>
Gross Profit (Loss):	<u>20,663.07</u>		<u>14,850.01</u>		<u>5,813.06</u>
Overheads					
Salaries	33,302.69		34,902.00		1,599.31
Property Maintenance & Refuse	311.66		0.00		(311.66)
Equipment repairs & renewal	889.95		1,125.00		235.05
Health and Safety	12,428.30		13,500.00		1,071.70
	954.07		0.00		(954.07)
	<u>47,886.67</u>		<u>49,527.00</u>		<u>1,640.33</u>
Net Profit (Loss):	<u>(27,223.60)</u>		<u>(34,676.99)</u>		<u>7,453.39</u>

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 1, April Year: 2025

Department: From '8' to '8' (inclusive)

Period To: Month 9, December

GP Pavilion

Chart of Accounts: Chart of Accounts

	<u>Actual</u>		<u>Budget</u>		<u>Variance</u>
Sales/Income					
Income	18,745.71		19,874.94		(1,129.23)
		<u>18,745.71</u>		<u>19,874.94</u>	<u>(1,129.23)</u>
Purchases		<u>0.00</u>		<u>0.00</u>	<u>0.00</u>
Direct Expenses		<u>0.00</u>		<u>0.00</u>	<u>0.00</u>
Gross Profit (Loss):		<u>18,745.71</u>		<u>19,874.94</u>	<u>(1,129.23)</u>
Overheads					
Cleaning	52.53		0.00		(52.53)
Property Maintenance &	1,971.18		1,499.96		(471.22)
Utilities	7,289.39		10,499.97		3,210.58
Equipment repairs & renewal	1,813.74		1,649.98		(163.76)
PWLB Loan Repayment	3,175.97		2,380.32		(795.65)
PWLB Interest Repayment	77.60		46.44		(31.16)
Health and Safety	12.49		0.00		(12.49)
		<u>14,392.90</u>		<u>16,076.67</u>	<u>1,683.77</u>
Net Profit (Loss):		<u>4,352.81</u>		<u>3,798.27</u>	<u>554.54</u>

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 1, April Year: 2025

Department: From '9' to '9' (inclusive)

Period To: Month 9, December

Public Toilets

Chart of Accounts: Chart of Accounts

	<u>Actual</u>		<u>Budget</u>		<u>Variance</u>
Sales/Income		0.00		0.00	0.00
Purchases					
Purchases	93.00		0.00		(93.00)
		93.00		0.00	(93.00)
Direct Expenses					
		0.00		0.00	0.00
Gross Profit (Loss):		(93.00)		0.00	(93.00)
Overheads					
Cleaning	3,273.66		4,199.99		926.33
Property Maintenance &	2,189.26		1,724.97		(464.29)
Utilities	1,241.13		1,049.97		(191.16)
Health and Safety	325.00		0.00		(325.00)
		7,029.05		6,974.93	(54.12)
Net Profit (Loss):		(7,122.05)		(6,974.93)	(147.12)

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 1, April Year: 2025

Department: From '10' to '10' (inclusive)

Period To: Month 9, December

Tied Accomodation

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income	0.00	0.00	0.00
Purchases	0.00	0.00	0.00
Direct Expenses	0.00	0.00	0.00
Gross Profit (Loss):	0.00	0.00	0.00
Overheads			
Property Maintenance &	1,069.32	749.97	(319.35)
Rates & Council Tax	2,836.63	2,838.00	1.37
	<u>3,905.95</u>	<u>3,587.97</u>	<u>(317.98)</u>
Net Profit (Loss):	<u>(3,905.95)</u>	<u>(3,587.97)</u>	<u>(317.98)</u>

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 1, April Year: 2025

Department: From '11' to '11' (inclusive)

Period To: Month 9, December

OUTSIDE SPACES

Chart of Accounts: Chart of Accounts

	<u>Actual</u>		<u>Budget</u>		<u>Variance</u>
Sales/Income					
Income	1,926.73		1,874.99		51.74
	<u>1,926.73</u>		<u>1,874.99</u>		<u>51.74</u>
Purchases					
Purchases	305.80		187.48		(118.32)
	<u>305.80</u>		<u>187.48</u>		<u>(118.32)</u>
Direct Expenses					
Repairs and renewals	5,785.49		16,499.99		10,714.50
Fuel	391.31		562.50		171.19
Clothing	82.30		149.98		67.68
Equipment Purchase	1,672.35		2,624.97		952.62
Licences	837.50		0.00		(837.50)
	<u>8,768.95</u>		<u>19,837.44</u>		<u>11,068.49</u>
Gross Profit (Loss):	<u>(7,148.02)</u>		<u>(18,149.93)</u>		<u>11,001.91</u>
Overheads					
Salaries	45,153.49		48,925.47		3,771.98
Training	398.00		562.50		164.50
Health and Safety	525.00		0.00		(525.00)
	<u>46,076.49</u>		<u>49,487.97</u>		<u>3,411.48</u>
Net Profit (Loss):	<u>(53,224.51)</u>		<u>(67,637.90)</u>		<u>14,413.39</u>

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 1, April Year: 2025

Department: From '12' to '12' (inclusive)

Period To: Month 9, December

Street lights

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income	0.00	0.00	0.00
Purchases	0.00	0.00	0.00
Direct Expenses	0.00	0.00	0.00
Gross Profit (Loss):	0.00	0.00	0.00
Overheads			
Property Maintenance &	31,495.48	12,375.00	(19,120.48)
Utilities	11,584.15	6,750.00	(4,834.15)
	<u>43,079.63</u>	<u>19,125.00</u>	<u>(23,954.63)</u>
Net Profit (Loss):	<u>(43,079.63)</u>	<u>(19,125.00)</u>	<u>(23,954.63)</u>

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 1, April Year: 2025

Department: From '16' to '16' (inclusive)

Period To: Month 9, December

Pitchside Cafe

Chart of Accounts: Chart of Accounts

	<u>Actual</u>		<u>Budget</u>		<u>Variance</u>
Sales/Income					
Income	7,376.34		18,749.99		(11,373.65)
	<u>7,376.34</u>		<u>18,749.99</u>		<u>(11,373.65)</u>
Purchases					
Purchases	4,569.03		9,374.97		4,805.94
	<u>4,569.03</u>		<u>9,374.97</u>		<u>4,805.94</u>
Direct Expenses					
Event Staff	6,143.76		9,900.00		3,756.24
Equipment Purchase	216.66		0.00		(216.66)
Licences	126.00		0.00		(126.00)
	<u>6,486.42</u>		<u>9,900.00</u>		<u>3,413.58</u>
Gross Profit (Loss):	<u>(3,679.11)</u>		<u>(524.98)</u>		<u>(3,154.13)</u>
Overheads					
Bank Charges	2.55		0.00		(2.55)
Equipment repairs & renewal	33.89		187.48		153.59
	<u>36.44</u>		<u>187.48</u>		<u>151.04</u>
Net Profit (Loss):	<u>(3,715.55)</u>		<u>(712.46)</u>		<u>(3,003.09)</u>

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 7, October Year: 2025

Department: From '7' to '7' (inclusive)

Period To: Month 9, December

Chart of Accounts: Chart of Accounts

GPMG

	<u>Actual</u>		<u>Budget</u>		<u>Variance</u>
Sales/Income					
Income	71.03		5,975.00		(5,903.97)
		<u>71.03</u>		<u>5,975.00</u>	<u>(5,903.97)</u>
Purchases					
		<u>0.00</u>		<u>0.00</u>	<u>0.00</u>
Direct Expenses					
Fuel	0.00		750.00		750.00
Mileage	448.20		250.00		(198.20)
Clothing	0.00		24.99		24.99
		<u>448.20</u>		<u>1,024.99</u>	<u>576.79</u>
Gross Profit (Loss):		<u>(377.17)</u>		<u>4,950.01</u>	<u>(5,327.18)</u>
Overheads					
Salaries	12,504.48		11,634.00		(870.48)
Property Maintenance & Refuse	108.00		0.00		(108.00)
	187.04		375.00		187.96
Equipment repairs & renewal	42.64		4,500.00		4,457.36
Health and Safety	69.07		0.00		(69.07)
		<u>12,911.23</u>		<u>16,509.00</u>	<u>3,597.77</u>
Net Profit (Loss):		<u>(13,288.40)</u>		<u>(11,558.99)</u>	<u>(1,729.41)</u>

Burnham Parish Council

Profit & Loss by Department (Advanced Budget and Variance)

Period From: Month 7, October Year: 2025
 Period To: Month 9, December

Department: From '8' to '8' (inclusive)

GP - Pavilion

Chart of Accounts: Chart of Accounts

	<u>Actual</u>		<u>Budget</u>		<u>Variance</u>
Sales/Income					
Income	6,500.01		6,625.02		(125.01)
		<u>6,500.01</u>		<u>6,625.02</u>	<u>(125.01)</u>
Purchases					
		<u>0.00</u>		<u>0.00</u>	<u>0.00</u>
Direct Expenses					
		<u>0.00</u>		<u>0.00</u>	<u>0.00</u>
Gross Profit (Loss):		<u>6,500.01</u>		<u>6,625.02</u>	<u>(125.01)</u>
Overheads					
Property Maintenance & Utilities	524.42		500.00		(24.42)
Utilities	2,727.30		3,500.01		772.71
Equipment repairs & renewal	0.00		550.00		550.00
PWLB Loan Repayment	1,595.65		0.00		(1,595.65)
PWLB Interest Repayment	31.16		0.00		(31.16)
		<u>4,878.53</u>		<u>4,550.01</u>	<u>(328.52)</u>
Net Profit (Loss):		<u>1,621.48</u>		<u>2,075.01</u>	<u>(453.53)</u>

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 7, October Year: 2025

Department: From '9' to '9' (inclusive)

Period To: Month 9, December

Public Toilets

Chart of Accounts: Chart of Accounts

	<u>Actual</u>		<u>Budget</u>		<u>Variance</u>
Sales/Income					
	0.00		0.00		0.00
Purchases					
	0.00		0.00		0.00
Direct Expenses					
	0.00		0.00		0.00
Gross Profit (Loss):	0.00		0.00		0.00
Overheads					
Cleaning	972.83		1,400.01		427.18
Property Maintenance &	196.33		575.01		378.68
Utilities	432.37		350.01		(82.36)
	<u>1,601.53</u>		<u>2,325.03</u>		<u>723.50</u>
Net Profit (Loss):	<u>(1,601.53)</u>		<u>(2,325.03)</u>		<u>723.50</u>

Burnham Parish Council

Profit & Loss by Department (Advanced Budget and Variance)

Period From: Month 7, October Year: 2025

Department: From '10' to '10' (inclusive)

Period To: Month 9, December

Chart of Accounts: Chart of Accounts

Tied Accomodation

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income	0.00	0.00	0.00
Purchases	0.00	0.00	0.00
Direct Expenses	0.00	0.00	0.00
Gross Profit (Loss):	0.00	0.00	0.00
Overheads			
Property Maintenance &	0.00	249.99	249.99
Net Profit (Loss):	0.00	(249.99)	249.99

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 7, October Year: 2025

Department: From '11' to '11' (inclusive)

Period To: Month 9, December

OUTSIDE SPACES

Chart of Accounts: Chart of Accounts

	<u>Actual</u>		<u>Budget</u>		<u>Variance</u>
Sales/Income					
Income	369.40		625.01		(255.61)
	<u>369.40</u>		<u>625.01</u>		<u>(255.61)</u>
Purchases					
Purchases	164.80		62.50		(102.30)
	<u>164.80</u>		<u>62.50</u>		<u>(102.30)</u>
Direct Expenses					
Repairs and renewals	2,081.97		5,500.01		3,418.04
Fuel	82.95		187.50		104.55
Clothing	0.00		50.01		50.01
Equipment Purchase	369.40		875.01		505.61
Licences	167.50		0.00		(167.50)
	<u>2,701.82</u>		<u>6,612.53</u>		<u>3,910.71</u>
Gross Profit (Loss):	<u>(2,497.22)</u>		<u>(6,050.02)</u>		<u>3,552.80</u>
Overheads					
Salaries	16,498.78		16,308.51		(190.27)
Training	0.00		187.50		187.50
	<u>16,498.78</u>		<u>16,496.01</u>		<u>(2.77)</u>
Net Profit (Loss):	<u>(18,996.00)</u>		<u>(22,546.03)</u>		<u>3,550.03</u>

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 7, October Year: 2025

Department: From '12' to '12' (inclusive)

Period To: Month 9, December

Street Lighting

Chart of Accounts: Chart of Accounts

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
Sales/Income	0.00	0.00	0.00
Purchases	0.00	0.00	0.00
Direct Expenses	0.00	0.00	0.00
Gross Profit (Loss):	0.00	0.00	0.00
Overheads			
Property Maintenance & Utilities	6,367.50	4,125.00	(2,242.50)
	6,683.05	2,250.00	(4,433.05)
	<u>13,050.55</u>	<u>6,375.00</u>	<u>(6,675.55)</u>
Net Profit (Loss):	<u>(13,050.55)</u>	<u>(6,375.00)</u>	<u>(6,675.55)</u>

Burnham Parish Council**Profit & Loss by Department (Advanced Budget and Variance)**

Period From: Month 7, October Year: 2025

Department: From '16' to '16' (inclusive)

Period To: Month 9, December

Pitchside Cafe

Chart of Accounts: Chart of Accounts

	<u>Actual</u>		<u>Budget</u>		<u>Variance</u>
Sales/Income					
Income	4,017.29		6,250.01		(2,232.72)
	<u>4,017.29</u>		<u>6,250.01</u>		<u>(2,232.72)</u>
Purchases					
Purchases	2,855.36		3,125.01		269.65
	<u>2,855.36</u>		<u>3,125.01</u>		<u>269.65</u>
Direct Expenses					
Event Staff	4,567.63		3,300.00		(1,267.63)
Licences	42.00		0.00		(42.00)
	<u>4,609.63</u>		<u>3,300.00</u>		<u>(1,309.63)</u>
Gross Profit (Loss):	<u>(3,447.70)</u>		<u>(175.00)</u>		<u>(3,272.70)</u>
Overheads					
Equipment repairs & renewal	0.00		62.50		62.50
	<u>0.00</u>		<u>62.50</u>		<u>62.50</u>
Net Profit (Loss):	<u>(3,447.70)</u>		<u>(237.50)</u>		<u>(3,210.20)</u>

Budget monitoring commentary; 3rd quarter 2024-2025

Overall Summary

This commentary accompanies the figures for the 3rd quarter of 2024-25, and the total figures for quarters 1-3. It identifies any significant trends or points to note, and updates the projections for the end of the year based on the updated financial position. The words in brackets are the budget headings for reference.

It should be noted that this commentary focuses on revenue budget – e.g. it does not take account of the Neighbourhood Plan, where spending is a combination of grants received and CIL; purchase of the new grounds vehicle and associated costs, which came from the ringfenced tractor fund; the Christmas Lights costs met from the Land Securities High Street Improvement Fund etc.

24/25 3rd quarter notes

The most important overall points to note for Q3 are:

- The Burnham Park Office position has slightly worsened due largely to a higher than expected final bill for the locum hall manager (Legal and Professional Fees); and an increase in Clerk salary due to CILCA (Salaries). Against that the dividends from our investments (Miscellaneous Income) also continue to be higher than expected
- The Burnham Park Hall position was on course to be roughly balanced overall, although this masks a variety of 'ups and downs'. The Christmas Event was more positive for income than expected (Events Income); and we have reduced the costs of permanent staffing (Salaries) due to changes in cleaning and stronger control of overtime. Equally sales revenue is down (especially 'Bar Sales'), and temporary staffing costs (Events Staff) remain too high. However, we also had a one-off gain due to rebates totalling several thousand pounds for excess water bills over a period of years (Utilities); meaning that overall the BPMC budget position has improved.
- The Recreation and Amenities position has slightly worsened, due largely to poorer than anticipated income from the Pitchside Café (Pitchside Income) through this quarter, which falls entirely during the football season, and continued higher than budgeted streetlighting costs (Streetlights Electricity; Streetlights Maintenance and Repairs) as winter set in. Offset against this maintenance and repairs spending (Grounds Maintenance and Repairs) has been slightly less than expected.

2024/25 overall and projected position

The total net overspend against what would be expected for this time of year is £61,574; largely due to factors previously outlined around locum costs, a legal case, streetlighting overspend, loss of rate rebates etc. We expect matter to largely stabilise in the 4th quarter and, having previously projected a total net overspend for the year of £59,158; we are now projecting a net overspend of £61,536 – a very small worsening but not significant enough

to present an additional risk. This does however suggest that we were right to be prudent in significantly increasing the precept for 2025/26.

The break down by committee is:

	Q1-3 expenditure against expected	Previous projection against budget for 2024-25	Updated projection against budget for 2024-25	Difference between projections
P&R (BPC Office/Admin)	-£34,899	-£25,681	-£28,752	-£3,071
BPMC	-£7,585	-£18,988	-£12,338	£6,650
R&A	-£21,450	-£14,490	-£20,346	-£5,856
Total	-£63,934	-£59,158	-£61,436	-£2,277

Recreation and Amenities Committee (R&A)

Summary

The committee net overspend against what would be expected for this time of year is £21,450; largely due to factors previously outlined around the approved streetlighting overspend as well as losses from the Pitchside Café.

Having previously projected a total net overspend for the committee for 2024/25 £14,490 we are now projecting a total net overspend for the committee of £20,346.

3rd quarter notes

Budget positives

- Spend on maintenance and repairs for outside spaces (Grounds Maintenance and Repair) and GPMG (GPMG Maintenance and Repairs), excluding the pavilion, was lower than expected, in part as we've kept up with these over the years as there is not a significant backlog.
- Income from parking charges (GPMG Parking Income) has started to come online, which will provide for future GPMG improvements (GPMG Improvement Fund).

Budget negatives

- Sales at the Pitchside Café (Pitchside Sales) remain disappointing, in a quarter that falls entirely within the football season, despite that we are now using two rather than three staff the café is not breaking even.
- Streetlighting costs (Streetlights Electricity; Streetlights Maintenance and Repairs) remain very high – whilst we cut back on all non-essential work this quarter, there were invoices from work already completed to pay. Utility costs for streetlights as we entered winter were also well above budget.

Expectations for 4th quarter

- We are following up on car parking revenues as we are not currently receiving the full amount expected, albeit this doesn't affect the budget position as it goes directly into the GPMG improvement fund.
- We are hoping to restart non-essential streetlighting works (Streetlights Maintenance and Repairs) in February or March, to a pre-agreed schedule set with our contractor and to bill in the first quarter of 2025-26.
- There are some one-off grounds costs that should come in Q4, most notably the tree survey and the cost of some ditch / drainage work at the GPMG (Grounds Maintenance and Repairs). These are within budget.
- We will review remaining budgets for outside spaces to see which costs are best met from this year's budgets and which from next year's.

Burnham Park Management Committee (BPMC)

Summary

The committee net overspend against what would be expected for this time of year is £7,585; largely due to factors previously outlined around the loss of the rate rebates. Events and bar income is significantly down, although this is partly off-set by reduced costs and good income from hall lettings. Whilst spending on zero hours staff is higher than budgeted spending on permanent staff is lower, although this is somewhat misleading as the costs for the locum hall manager fall under the P&R budget (Professional Fees and Services).

Having previously projected a total net overspend for the committee for 2024/25 £18,988 we are now projecting a total net overspend for the committee of £12,338.

3rd quarter notes

Budget positives

- Revenue for hires (Hall Hire) was again above budget, following on from two good previous quarters.
- The Christmas Events, which might be expected to be a net cost, broke even overall, due to good management and sponsorship, which positively impacted on income figures (Event Income).
- We have spent minimal amounts relative to budget on hiring equipment (Equipment Hire).
- The rebate on water bills saved us £5000-£6000 on expected utilities costs this quarter (Utilities), meaning that we may end up roughly to budget on hall utilities over the year when we were previously projecting an overspend.

Budget negatives

- Café performance remains worse than budgeted (Café Sales), albeit stock costs are also down (Café Purchases).
- Bar performance has also dropped further from Q1 and Q2 (Bar Sales), and those quarters were themselves below budget, albeit stock costs are also down (Bar Purchases).
- There was an unexpectedly high laundry bill for tablecloths (Laundry).
- Coasts for zero hours staff (Wages (Casuals)) costs remain high and over budget; albeit this was in part due to the successful Christmas Event and part to the annual cost of holiday pay for zero hours staff which fell in December.

Expectations for 4th quarter

- Spend on overall hall maintenance and repairs (Property Maintenance, Cleaning & Repairs) will be higher this quarter, as we deliver plans that were put in place last quarter. That said, the repairs to the sound system were achieved at considerably below expected cost.

- We have reduced cleaning costs for the fourth quarter (Salaries), by incorporating the parish office cleaning into caretaker roles, and have also reduced the cost of overtime for permanent staff.
- The very generous gift of the large village photo has added an extra cost (Event Promotion), although we believe that it will provide more than matching benefit.
- We would generally expect this quarter to be slower for bar, café and rooms hires following Christmas (Hall Hire; Café Sales; Bar Sales), although the increase in events, plans for the café etc will hopefully partly offset this.
- We are working through the list of debtors for the Halls (Hall Hires); there is only one instance where we are at the legal stage, and a payment schedule for this is hopefully about to be finalised. However, in a number of other cases there are organisations who are several months behind payment, including some ongoing renters, and we are endeavouring to reduce this list. We have already made some progress in this area, and if we continue to be successful, this will provide a boost to the hall hire figures.

Burnham Parish Office (P&R)

The committee net overspend against what would be expected for this time of year is £34,899. This is largely due to factors previously outlined around locums (including the Hall Manager as well as Clerk, as all locum costs come from this budget), and legal costs including from the now settled legal case. Somewhat offset against this is a saving in regular salaries, as the Clerk was not recruited until June and we have a staff member on maternity leave, and significantly higher than budgeted income.

Having previously projected a total net overspend for the committee for 2024/25 of £25,681 we are now projecting a total net overspend for the committee of £28,752.

3rd quarter notes

Budget positives

- Income continues to be strong from investment dividends (Miscellaneous Income), due to higher interest rates.
- We spent less than expected on the community entertainment element of the Christmas Event (Community Entertainment Fund), as the event was well-managed and funds were found elsewhere.

Budget negatives

- Staffing costs (Salaries) are slightly up due to the Clerk's CILCA qualification leading to an earlier than expected pay rise; although this a positive for the council's work.
- Professional fees were again higher than expected, due largely to a higher than expected final bill for the locum hall manager (Professional Fees and Services).
- We were previously expecting to come in under budget on ICT, but have invested in some new equipment due to performance issues (ICT/Software).

Expectations for 4th quarter

It is hoped that we will keep overall to budget in the 4th quarter: salary costs should now be stable, and we are not anticipating further significant spends on legal and professional fees this quarter.

Council Accounting Software

Context

The Clerk/RFO and Finance Manager have been discussing a potential change in our accounting software from Sage, which is not specifically designed for Parish Councils and is now relatively rarely used by them. Whilst this is a management decision, we are seeking input from councillors on what they would like to see / what thoughts they have on priorities for a new system.

Recommendations

- a. To give input to the RFO and Finance Manager of what they would like to see from a new accounting system.
- b. To confirm that the RFO, working with the Finance Manager, has delegated authority to select a new Accounting Software system, with a target live start date of 1st April 2026.

Alternative options considered and not recommended

1. To select a particular system at this stage: not recommended as further investigation is needed, and there are many detailed practical and operational matters to take into account.
2. To defer any change for a further year, to a start date of at least 1st April 2027; not recommended as the current system is felt to no longer be fit for purpose.
3. To make a change purely as a management decision without consulting councillors; not taken, as it was felt that councillors' input in this area would be valuable.

Commentary

- The Council currently uses Sage, which is a good all round business accounting package.
- Sage is not designed specifically or even primarily for Parish Councils, unlike some other systems available.
- Most Parish Councils now appear to use either Rialtas or Scribe:
 - Our internal auditor advises that the councils he works with use Rialtas the most, although some are now moving over to newer systems.
 - The Clerk put up a poll on the Community Clerks forum, receiving over 200 (self-selected) replies. 45% used Scribe and 31% Rialtas; with small percentages using a range of other systems such as EasyPC, Edge and Xero. A small number of small Parishes also use spreadsheets, or traditional book-keeping. Just under 3% use Sage.

- We have already spoken informally to other Towns and larger Parishes to get their thoughts on both specific systems and on the right process for making such a move: locally Beaconsfield and Chesham are examples of larger town or parish councils who use Rialtas; Henley use Xero.
- The intention is to seriously investigate three systems – most likely Rialtas, Scribe and Xero - against these criteria
 - Range of appropriate functions for a Parish of our size.
 - Ease of everyday use.
 - Quality of technical support.
 - Level and quality of training.
 - Cost.
 - Ease and clarity of producing budget monitoring and other relevant reports.
 - Ease of transferring across from SAGE.
- We also intend to visit another Parish Council using each of these systems, and to request a trial period with each of the systems that we are still considering at that stage, before making a final recommendation over the summer. Chesham, Beaconsfield and Henley have all indicated their willingness to host a fact-finding visit.

Risks

- Any change of such a fundamental system carries risks, as councillors and staff adjust to an unfamiliar system. These risks can be partially mitigated by good preparation and training.
- Remaining with the current system also carries risks as it is not considered fit for purpose.

Interim Internal audit report, recommendations and action taken

The Council resolved in 2024 to engage Mulberry as our new internal auditors. The Finance Manager and Clerk then arranged for an interim internal audit, which is not a legal requirement but is good practice. This audit took place on 25th November 2025. The overall tenor of the report was very positive, as summarised here:

“Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Burnham Parish Council are well established and followed.”

Some recommendations were made, and some of these have already been implemented.

Recommendation on supporting papers for meetings: I remind council it is required to also post any supporting documentation with the agendas as outlined by the Information Commissioner’s Office ico.org.uk/minutesandagendas.pdf

Action taken: This has now been implemented, following a resolution by Full Council on 9th December 2004 (Minute FC2425/75).

Recommendation on credit card use: Current usage of the credit card varies from the requirements of FR 9.1, and this should be considered in any changes to the Financial Regulations to ensure a sensible balance between controls and practicality are established.

Action taken: This will be updated as Financial Regulations are reviewed in May 2025, to ensure that practice and policy are identical, and strike a sensible balance between controls and practicality.

Recommendation on Petty Cash: The wording of the Financial Regulations is ambiguous as the council holds multiple floats with total balances exceeding regulations appear to suggest. I am content that the council manages petty cash appropriately, but suggest the regulation is amended to provide clarity on petty cash limits.

Action taken: This will be updated as Financial Regulations are reviewed in May 2025, to remove any ambiguity.

Recommendation on Asset Register: **This is a simple register and for a council of this size a more detailed register may be more appropriate. As per the JPAG Practitioner's Guide *'Ideally the register should identify for each asset the purchase cost and, if practicable, the replacement / insured cost, the latter being updated annually and used to assist in forward planning for asset replacement.'***

Action taken: The Clerk is working to make the asset register more detailed from this year, and to build towards a fully comprehensive register including details of location, pictures etc.

Recommendation on Bank Reconciliations: **I can evidence that the reconciliation has been signed but not the accompanying bank statements, and to achieve a positive sign-off for this internal control objective I will need to see evidence of the sign-off process being completed in accordance with the requirements of FR 2.6.**

Action taken: This has now been implemented , following a resolution by Full Council on 9th December 2004 (Minute FC2425/72) and Cllr Carey has been appointed to verify bank reconciliations in accordance with Financial Regulation 2.6, signing and dating both the reconciliations and the original bank statements or similar documents.

Policy and Resources 'Green to Do List' (updated 15.01.25)

Live list

Council Operations		
Move to cloud server	In progress	
Council wide waste reduction plan	Retain	

Completed previously

Include green strategy on all Council Committee agendas	Done	
Change to green electricity supplier	Done To review further when next changing	
Change street lighting contract to green supplier	Done	
Consider to move to a bank not investing in fossil fuels	Done	
Remove motion sensor light above Assistant Clerks desk	Done	
Switch all paper to recycled	Done	
Ensure all future purchased stationary is made from recycled materials	Done	(Where products available)
Move to lower paper meetings	Done	Agreed by full council 29/7



Burnham Parish Council Equality, Diversity & Inclusion Policy

Version ID	Description of Change	Version Sponsor	Policy Owner	Version creation date	Version Approval Date	Next Review Date
1.0	Policy creation	Louise Hayday, Parish Clerk	Policy & Resources Committee	14/06/22	06/09/22	May 2025
2.0	Significant updates to comply more fully with the Equality Act and other legislation	Adam Killeya, Parish Clerk	Policy & Resources Committee	02/09/24	Feb 2025 P&R / Mar 2025 Full Council	May 2027

1 Purpose of policy and commitment

Burnham Parish Council recognises that it functions at a fundamental level of democracy and that its services affect, both directly and indirectly, the lives of all those who work for the Council and all those who visit the Council's various sites or access its services.

Burnham Parish Council acknowledges that certain groups and individuals within society are discriminated against. The Council declares its opposition to both direct and indirect discrimination, and its commitment to working towards equality in employment and via the delivery of its services. The Parish Council further states that it, along with all of its Councillors, employees and volunteers, has a role in the pursuit of opportunity for all and will seek to ensure that no-one is disadvantaged by the application of other conditions or requirements which cannot be shown to be justified.

Burnham Parish Council is particularly mindful of its obligations under the Equality Act 2010. In particular, the Council will work to combat discrimination and to ensure that prospective and present employees and those who may wish to use any of its services are not treated less favourably on the grounds which are the identified Protected Characteristics as identified in the Equality Act. Burnham Parish Council also recognises its obligations under other relevant legislation listed below and associated Codes of Practice.

2. Protected Characteristics

The Protected Characteristics under the Equality Act are –

- **Age**
- **Disability**
- **Gender Reassignment**
- **Race**
- **Religion or Belief**
- **Sex**
- **Sexual Orientation**
- **Marriage and Civil Partnership**
- **Pregnancy and Maternity.**

Age (section 5 of the Equality Act)

Individuals of any age or apparent age are protected from discrimination. Less favourable treatment of a person because of age is not lawful. From 6th April 2011, under the

Employment Equality (Repeal of Retirement Age Provisions) Regulations 2011, retirement of an employee constitutes age discrimination unless it can be justified as a proportionate means of achieving a legitimate aim. There are some key exemptions contained within other legislation such as minimum wage levels.

Disability (sections 6 and 15 of the Equality Act)

A person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities.

An impairment is long-term if –

- It has lasted for at least 12 months,
- It is likely to last for at least twelve months, or
- It is likely to last for the rest of the life of the person affected.

The Equality Act 2010 (Disability) Regulations 2010 (the 2010 Regulations), issued pursuant to the 2010 Act, came into force on 1 October 2010. The 2010 Regulations confirm that those certified as blind, severely sight impaired, partially sighted, or sight impaired by a consultant ophthalmologist will be deemed to have a disability. They also confirm that persons with cancer, HIV infection or multiple sclerosis are deemed to have a disability. The 2010 Regulations confirm a number of exemptions of groups of people who do not fall within the category of disabled. These include, for example, people suffering from an addiction to alcohol or nicotine. Notably pursuant to section 13 (3) of the 2010 Act, if a person (e.g. an employer or a service provider) treats a disabled person more favourably than a non-disabled person, this does not constitute direct discrimination.

The Equality Act includes a duty on employers to make reasonable workplace adjustments to prevent disabled employees and job applicants from being placed at a disadvantage compared to non-disabled people. An example of a reasonable adjustment may be a special type of chair for a disabled employee with a back condition.

These reasonable adjustments may include some of the following:

- Making adjustments to premises.
- Altering the person's working hours.
- Allowing the person to be absent during working hours for rehabilitation, assessment or treatment.
- Acquiring or modifying equipment.
- Providing appropriate supervision.

Gender Reassignment (sections 7 and 16 of the Equality Act)

This protects a person who “is proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex”.

Section 16 of the 2010 Act provides that it is discrimination to treat people less favourably for being absent from work because they propose to undergo, are undergoing or have undergone gender reassignment than they would be treated if they were absent because they were ill or injured.

Marriage & Civil Partnership (section 8 of the Equality Act)

This affords protection to people who are married or a civil partner. These protections do not extend to a person who is engaged, divorced / dissolved, widowed, cohabiting outside of marriage or civil partnership etc.

Race Equality (section 9 of the Equality Act)

Race includes—

- (a) colour;
- (b) nationality;
- (c) ethnic or national origins.

The fact that a racial group comprises two or more distinct racial groups does not prevent it from constituting a particular racial group.

The Parish Council has a general duty to:

- Eliminate unlawful racial discrimination.
- Promote equality of opportunity.
- Promote good race relations between people of different racial groups.

Religion or belief (section 10 of the Equality Act)

This protection encompasses any religion, and a reference to religion includes a reference to a lack of religion. Belief means any religious or philosophical belief and a reference to belief includes a reference to a lack of belief.

The beliefs must be:

- Genuinely held.
- A belief not simply a viewpoint or opinion.
- Relevant to weighty and substantial aspect of human life and behaviour.
- Able to attain a certain level of cogency, seriousness, cohesion and importance.
- Worthy or respect in a democratic society, not incompatible with human dignity and not in conflict with the fundamental rights of others.

Sex (section 11 of the Equality Act)

This refers to both men and women.

Sexual Orientation (section 12 of the Equality Act)

This protects a person's sexual orientation towards

- (a) persons of the same sex,
- (b) persons of the opposite sex, or
- (c) persons of either sex.

The Council recognises that understanding, language and identity around this area is developing rapidly, and will take this, along with developing guidance and case law, into account when applying this section.

Pregnancy & Maternity (sections 17 and 18 of the Equality Act)

S17 of the Act deals with the treatment of pregnant people in non-work situations and covers the period of her actual pregnancy and for the ensuing period of 26 weeks commencing on the day of delivery. There are various other employment provisions in statute, which attach to pregnancy and maternity vis a vis leave etc

Part 3 (services and public functions) and part 4 (premises) are particularly relevant to the council.

Breastfeeding is also covered under section 17 (pregnancy and maternity).

S18 confirms that a person discriminates against a woman if, in the protected period as identified above, he/she treats her unfavourably because of:

- The pregnancy
- Illness suffered as a result

- The exercising of her rights to compulsory, ordinary or additional maternity leave.

3 Intersectionality and unconscious bias

The Council is particularly sensitive to the disadvantage experienced by those who have multiple protected characteristics, who often experience additional discrimination and worse outcomes. The council recognises, in line with Section 14 of the Equality Act, that combined discrimination can arise from a combination of dual characteristics, and will take account of this when working to remove discrimination.

The Council is further aware that discrimination does not always arise intentionally, and can come from unconscious attitudes, bias or stereotypes around groups with protected characteristics – for example a stereotype of what a disability might look like, or how a particular cultural group might behave. The Council will act to both raise awareness of unconscious bias and to reduce its prevalence, as further referenced in sections 6 and 7 below.

4 Direct and indirect discrimination

Direct discrimination occurs when someone is put at a disadvantage or treated less favourably because of a 'protected characteristic'. This applies to all the protected characteristics in the Equality Act, to those who a connection with someone with a protected characteristic ('discrimination by association') and to those who are thought to have a protected characteristic when they do not ('discrimination by perception').

Indirect discrimination as outlined by Section 19 of the Equality Act occurs when a policy which applies in the same way for everybody has an effect which particularly disadvantages people with a protected characteristic. Where a particular group is disadvantaged in this way, a person in that group is indirectly discriminated against if he or she is put at that disadvantage, unless the person applying the policy can justify it. Indirect discrimination can also occur when a policy would put a person at a disadvantage if it were applied. This means, for example, that where a person is deterred from doing something, such as applying for a job or taking up an offer of service, because a policy which would be applied would result in his or her disadvantage, this may also be indirect discrimination. Indirect discrimination applies to all the protected characteristics, apart from pregnancy and maternity.

5 Public Sector Equality Duty

Section 149 of the 2010 Act, which came into force on 5 April 2011, imposes on public, including parish councils, in the exercise of their functions, a duty to take into account:

- The need to eliminate discrimination and harassment, victimisation and any other conduct that is prohibited by or under the Act;
- To advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- To foster good relations between those who share protected characteristics and those who do not.

The protected characteristics of marriage and civil partnership are not covered by the provisions of Section 149. However, the council is licensed to hold weddings and civil partnership ceremonies in its premises, and does this on a non-discriminatory basis.

6. Commitment

Burnham Parish Council commits to:

- Provide services that are equally accessible to all people, free from prejudice and discrimination and sensitive to the needs of all sections of the community.
- Value people and their differences and enable all employees to achieve their full potential, creating vitality within our organisation and the services we deliver.
- Seek to influence the work and contribution of partner organisations from all sectors by ensuring that equality issues and considerations are fully taken into account when developing strategies.
- Work actively towards eliminating all forms of discrimination, both of a direct and indirect nature, and whether intention or based on unconscious bias.
- Encourage partnership and participation in the development and application of council policy and practices.

7. Policy into Practice

Burnham Parish Council will:

- Ensure that all policies and practices are in line with relevant employment legislation, anti-discrimination legislation and good practice guidelines.
- Integrate equality of opportunity into all aspects of local authority activity.
- Recruit and value a workforce that reflects the make-up of the community.
- Ensure all employees/members understand the values and expectations of the Council and the standards of behaviour that is expected from each of them.

- Make clear the action an employee who feels unfairly treated may take.
- Provide training to relevant employees/members so that they can actively put this policy into practice.
- Provide equal access to all service users and potential service users according to need.
- Give people who use or might use Council services the opportunity to influence the way their needs are met.
- Seek to influence partner organisations in a collective commitment to equality of opportunity.
- In line with Government guidance, encourage voluntary organisations to provide evidence of their commitment to equality in terms of their personnel policies and delivery of their services, as a criterion in determining the award of grant aid from the Council.
- Ensure that the Council has policies that result in services sensitive to the needs of all sections of the community.
- Use socio-economic data to ensure compliance with the policy, where appropriate
- Monitor and evaluate the effectiveness of policy and practice on a regular basis as determined by law
- Provide training to employees and councillors to recognise and reduce unconscious bias.
- Utilise its well-defined complaints procedure in dealing with alleged contraventions.

In **employment** the aim is to provide a non-discriminatory working environment where discrimination, harassment or bullying is unacceptable and which will not be tolerated. Employment policies, procedures and practices will promote equality of opportunity and all decisions regarding recruitment, selection, training, promotion and career management will be based solely on objective and job-related requirements.

In **access to services** the aim is to ensure that all those who receive from the Council or wish to use a Council service can do so without fear of discrimination or disadvantage. All people are entitled to be treated fairly, in a consistent manner and with dignity and respect.

Employees, councillors and recruitment

1. The Parish Council shall provide an environment free from discrimination and harassment and it recognises the contribution made by staff from all backgrounds especially from those within the above Protected Groups.

2. The Parish Council will take full account of the provisions of the Equality Act 2010 when recruiting staff. Section 60 of the 2010 Act relates to the recruitment process and specifically covers the enquiries that can be made before employment. An employer is not permitted to ask questions about a job applicant's health before offering work or, where not in a position to offer work, before including the applicant in a pool of applicants from whom the employer intends (when in a position to do so) to select a person to whom to offer work. If an employer does ask health questions before a job is offered and subsequently does not offer the person a job, the burden of proof will be on the employer to prove that there was no discrimination. Whilst an applicant cannot bring an action solely on the grounds that a prohibited question on health was asked, the Commission for Equality on Human Rights (CEHR) has powers under the Equality Act 2006 to enforce a breach of these provisions.
3. Advertisements for recruitment will not request applicants from a particular age range; neither will application form request dates of birth or other age-related details.
4. All application forms shall state that the Parish Council encourages applications from all, including and especially those from the Protected Groups.
5. In order not to discriminate against younger people, application materials will emphasise the importance of skills and potential, as well as experience.
6. The Parish Council will ensure that there is no age discrimination in relation to the dismissal of staff.
7. Any age discrimination shown to staff by other Staff Members, the Public or by Council Members will be treated as a serious offence.
8. A job description and person specification must be drawn up for every vacancy and be provided to all prospective employees. Person and job specifications shall be strictly limited to those requirements which are necessary for the effective performance of the job.
9. Information about job vacancies must be made available to all sections of the community (except in situations where, in line with relevant employment legislation and the Council's Employment Policy, external advertising of vacancies is restricted).
10. Provision for employees also apply to councillors and volunteers as appropriate, for example in terms of co-option and appointment processes and reasonable adaptations. In particular, Burnham Parish Council will ensure that individuals are recruited, and Councillors co-opted on objective criteria having regard to the relevant aptitudes, potential, skills, experiences and abilities, through a transparent process which eliminates any illegal direct or indirect discrimination.
11. All Councillors, staff and volunteers receive a copy of, and understand fully, their personal commitment under the Equality, Diversity and Inclusion Policy.

12. Appropriate training and materials will be put in place to ensure that:

- The Chair is fully equipped to implement the Equality, Diversity and Inclusion Policy in relation to the recruitment, retention and treatment of Councillors.
- The Clerk is fully trained and equipped to implement the Equality, Diversity and Inclusion Policy in relation to the recruitment, retention and treatment of employees and volunteers.
- The Clerk is fully trained and equipped to implement an Equal Pay policy for all Council employees, i.e. that all staff receive equal pay for the same or broadly similar work, for work rated as equivalent and for work of equal value.
- In relation to any disabled Councillor, employee or volunteer, the Clerk is fully trained and equipped to carry out a review of the reasonable adjustments that might be made to ameliorate any substantial disadvantage which the person may experience as a consequence of their disability.

Service Provisions to the Public

1. All Members of the Public will be treated fairly and consistently
2. All services shall be provided without unlawful discrimination, harassment or victimisation.
3. Those using Parish Council properties and facilities will be afforded all possible assistance so as to ensure that they can access these, with special attention being given to those who find it difficult to access facilities on the grounds of their age or disability or other Protected Characteristic.
4. Application forms – including Conditions of Use forms – made to the Parish Council shall state that the Parish Council will treat all applications equitably and take due consideration of those with Protected Characteristics.
5. The Council will avoid over-reliance on communication methods which directly or indirectly discriminate against particular groups or individuals.
6. Equality Assessments will be prepared by the Clerk in relation to all major projects, service improvements or changes, or new policies. The Assessment will report whether the Equality and Diversity Policy has been observed in relation to the project etc.

8. Links to other policies and to legislation

Other relevant policies of the council include the *dignity at work and harassment policy*, the *complaints policy*, and staffing policies contained within the *staff handbook* including but

not limited to pay, maternity and paternity, sickness absence, reasonably adjustment, and retirement

The Equality Act 2010 codified and added to previous legislation including the Disability Discrimination Acts 1995 and 2005, the Race Relations Act 1976 and Amendment Act 2000; the Sex Discrimination Act 1975; the Equality Act 2006; the Equal Pay Act 1970; the Human Rights Act 1998; the Sex Discrimination (Gender Reassignment) Regulations 1999; the Employment Equality (Sexual Orientation) Regulations 2003; the Employment Equality (Religion or Belief) Regulations 2003; and the Employment Equality (Age) Regulations 2006; the Employment Rights Act 1996, the National Minimum Wage Act 1998, the Employment Relations Act 1999, the Maternity and Parental Leave etc. Regulations 1999, the Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Transfer of Undertakings (Protection of Employment) Regulations 2006, and the Agency Workers Regulations 2010. It was also added to be other regulations including The Equality Act 2010 (Disability) Regulations 2010, and the Employment Equality (Repeal of Retirement Age Provisions) Regulations 2011.

The Council is also conscious that both legislation and case law continues to evolve in this area, and will have regard to developments.

The council contracts to an HR provider who supplies up to date advice and model policies in this area; and will continue to have regard to their advice and guidance.

9. Monitoring implementation and review

The Chair of the Council, the Chairs of Council Committees, Sub Committees, and Working Groups, and the Clerk shall take the lead responsibility for ensuring the implementation of this policy in all areas of the Council's work.

The policy shall be reviewed by the Council at least every three years, and if significant new legislation, regulations or guidance are issued.



Training Policy

1. SCOPE OF THE POLICY

Purpose of the policy

Every local authority has a duty to '*promote and maintain high standards of conduct by members and co-opted member of the authority*'¹. The Council has also resolved² that every councillor shall undertake code of conduct training within 6 months of taking office.

A local authority also has many duties to ensure that its decision-making, financial practices, and activities are lawful. As a landowner and service provider, it has duties to ensure the safety of its service users and staff³. As an employer, the Council is responsible for managing and developing its staff, who in turn ensure that the daily activities of the Council are carried out legally and deliver best value to our residents. Staff also have the right to request training or study time.⁴ In order to retain its General Power of Competence, the Council must also have a qualified Clerk⁵.

Training and development of both members and staff is essential to the work of an effective parish council by:

- Raising the quality of the services it delivers
- Ensuring it meets all its legal obligations
- Promoting a positive environment for its members, staff, residents, and service users, and proactively preventing conflict
- Enabling the Council to achieve its corporate aims and objectives
- Producing confident, skilled, and valued staff

¹ Localism Act 2011, s.27(1)

² Standing Orders 7(b)

³ Health and Safety at Work Act 1974

⁴ Employee Rights Act 1996 s.63D

⁵ The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 s.2(b)

What is covered by the policy

The policy is intended to cover all duties, responsibilities, and activities that the Council undertakes, whether by members, staff, or volunteers. This will range from training on managerial skills such as corporate governance, to technical skills in daily activities such as cleaning and food preparation.

Training is taken to mean any recognised form of developing an individual's abilities, including workshops, seminars, conferences, away days, mentoring and in-house, apprenticeships, subscriptions, online and distance learning courses, self-directed study and reading, and higher and further education qualifications.

Who is covered by the policy

The policy covers the training and professional development needs of all members, staff, and volunteers, insofar as it relates to their work for the Parish Council. It does not apply to freelance contractors, who should demonstrate the requisite level of knowledge required, throughout the term of their contract.

2. POLICY STATEMENT

2.1 Members

- (a) In accordance with the Council's Standing Orders, all members shall be obliged to undertake induction training, which will include guidance on the code of conduct, within six months of being elected or co-opted to the Council. **Code of conduct training must be repeated within six months of election or co-option to each subsequent term of office.**
- (b) All members appointed to the Planning Committee shall, as a condition of their membership of the committee, be required to attend annual training on how to evaluate and make representations based on material planning considerations.
- (c) All members of the Policy & Resources Committee shall, on appointment to that committee and every election term thereafter, be encouraged to undertake training in local authority finance and governance.
- (d) All chairs and vice-chairs of the Council and its committees shall be obliged to undertake training on chairmanship skills on first appointment to such a post, and every election term thereafter.
- (e) **Further training need for members will be identified via an annual survey of members.**
- (f) **The Parish Clerk will produce a schedule of training that fulfils the above, determining whether in house or external training is more appropriate in each case, publicise the schedule to members, and maintain a record of training attended by members.**

- (g) The Parish Clerk will also advertise other available training to members through the year and determine, in consultation with the Chair of the Council as appropriate, which member training is most cost effective and appropriate.
- (h) Whilst the Council does not have the power to compel members to attend training, members who miss compulsory training without good reason may be removed by the council from committee assignments.

2.2 Staff

- (a) Training needs will be evaluated as an integral part of all staff appraisals.
- (b) In order to meet the General Power of Competence, the Parish Clerk will be required to hold, **or obtain as soon as possible**, as a minimum, the Certificate in Local Council Administration (CiLCA); **this requirement also applies to a Deputy Clerk, if appointed, as they should be trained to the same level**. The Assistant Clerk, if should also hold or be sent on training to obtain the Introduction to Local Council Administration (ILCA) qualification, and eventually the CiLCA qualification.
- (c) Progression of the Clerk, and other staff, onto higher courses in community governance shall be decided on a case by case basis, bearing in mind the needs of the council, the goals of the staff member, budgets and value for money.
- (d) The Parish Clerk/RFO and the Finance Manager must both complete the Financial Introduction to Local Council Administration (FILCA); **and should progress on to the Principles of Internal Auditing Local Councils (PIALC)**. The Deputy or Assistant Clerk should also completed FILCA.
- (e) The Parish Clerk will be required to maintain at least 18 Continuing Professional Development points, as defined by the SLCC, per year, **and they may set targets for other staff to maintain an appropriate number of CPD points**.
- (f) The Hall General Manager shall be required to hold a BIIAB Level 2 for Personal Licence Holders (or equivalent). **If another member of staff is appointed to supervise the bar they should also hold or be sent on training to achieve this award**.
- (g) **All Burnham Park Hall front of house staff shall receive a programme regular training to be drawn up by the all General Manager, considering appropriate training in hospitality, customer services, and health and safety matters including fire warden training.**
- (h) **All staff required to carry out security duties must hold an SIA licence.**
- (i) Any staff required to produce food unsupervised, shall obtain, as a minimum, a Level 2 Food Hygiene Certificate for Catering.

- (j) All Hall front of house and grounds staff shall receive, as a minimum, triennial workplace first aid, fire warden training, and appropriate health and safety in the workplace training.
- (k) All groundsmen shall receive the necessary technical training in the use of powered machinery and use and application of chemicals.
- (l) At least one of the groundsmen should hold City & Guilds qualifications or Royal Horticultural Society Level 2 in horticulture as a minimum.
- (m) At least one of the groundsmen should have completed the RPII Operational Inspection Course for play areas.
- (n) All members and staff should endeavour to proactively identify areas where they feel their skills could be developed. However, it shall be the duty of the Parish Clerk to raise awareness of opportunities, and arrange for appropriate training. It shall be the duty of all members and staff to attend training where required, including for staff to complete training independently in work time where directed by their line manager.
- (o) The above is not intended as a complete list, and the Parish Clerk and Hall General Manager should work with all staff to identify appropriate training, bearing in mind
 - a. The desire of the council to give opportunities for staff to develop and grow.
 - b. The needs of the council at any given time.
 - c. The need for suitably trained cover in the event of absences.
 - d. Available budget and value for money.
- (p) The Clerk will organise regular internal training on harassment and respect in the workplace, in line with the dignity and harassment at work policy, and other internal training as felt appropriate.
- (q) The Parish Clerk will maintain a record of training attended by staff.

2.3 Subscriptions and memberships

The Council shall maintain the following subscriptions and memberships:

- (a) National Association of Local Councils (Council)
- (b) Bucks & Milton Keynes Association of Local Councils (Council)
- (c) Society of Local Council Clerks (Parish Clerk)
- (d) Institute of Groundsmanship (Groundsmen)
- (e) Royal Horticultural Society (Groundsmen)
- (f) A suitable membership related to Hall Management and/or licensed premises, should one be identified by the Clerk and Hall General Manager (Hall General Manager).

2.4 Finance

- (a) The Council shall maintain a healthy training budget –across all departments – sufficient to meet the reasonable needs of all members and staff.
- (b) The Council shall be responsible for funding all training and development deemed necessary for a member or staff member to carry out their required duties; and sufficient work time allocated for the purpose. This may include study time at home, on a case by case basis as agreed by the Clerk.
- (c) Where training is optional but considered to be desirable, the council may offer discretionary financial support and/or work time for the completion of training. This shall be determined by the Clerk, in line with the needs of the council.
- (d) Where the cost of any individual item of training exceeds £1,000, that member or staff member shall be required to reimburse the Council pro rata, should they leave within two years of completing the training. (E.g. if a staff member completes training costing £1,000 and leaves after one year, they shall be required to reimburse the Council £500.)
- (e) The Council shall reimburse members and staff for all reasonable expenses incurred in attending any training. However, these should be discussed and agreed in advance with the Parish Clerk.
- (f) Where the Council has offered financial assistance towards any training, it reserves the right to withdraw such support at any time, should the Councillor or staff member fail to make satisfactory progress.

Document History

Drafted by Parish Clerk	12/08/2022	(Version 1)
Approved by P&R Committee	06/09/2022	
Approve by P&R Committee	21/11/2023 (No change)	
Update drafted	12/12/2024	



Training Agreement

Employees need only complete this agreement if they are applying to study for a nationally recognised qualification with a cost of over £1000.

- 1) In return for Burnham Parish Council (“the Council”) paying all, or some of the training expenses in connection with my studies:-
 - i) I will repay to the Council 100% of the training expenses, which the Council has paid if I leave local government during the course or within one year of the date of the last day of the course or examination, whichever is the later
 - ii) I will repay to the Council 100% of the training expenses, which the Council has paid if I withdraw from the course or fail to sit any of the examinations or fail to make satisfactory progress in the view of the Council
 - iii) If I leave the Council to take up employment elsewhere, I will repay;
 - 100% of the training expenses which the Council has paid if I leave during the course or within twelve months of the date of the last day of the course or examination, whichever is the later
 - 50% of the training expenses, which the Council has paid less 1/12th for each completed month of service after one year if they leave within two years of the last day of the course or the examination, whichever is the later.
- 2) “Training expenses” include course and examination fees, travelling and subsistence, accommodation and payment for books and equipment.
- 3) I acknowledge that on completion of the course there may not be a post available which requires the qualification I have obtained and agree that the Council is under no obligation to make available a new post or in any way vary or alter my terms and conditions of employment.
- 4) I agree to comply with the provision of this agreement concerning the repayment of training expenses whether or not a post requiring the qualification I obtain is available to me on the completion of the course.
- 5) In so far as this agreement conflicts with my employment contract I agree that the provision of this agreement will prevail and that my employment contract will be varied accordingly.

- 6) In the event of my death, or if I leave local government on the grounds of redundancy or permanent ill health, I understand that I will not be required to repay any training expenses.
- 7) I agree that any money I owe the Council in accordance with this agreement may be deducted from my final salary or from any monies due to me by the Council. This is without prejudice to the Council's other rights to recover any amount due.

Name:

Course

Title:

Signature:

Date:

Burnham Youth Council

Context

This paper lays out a framework for establishing a Youth Council for Burnham, and makes detailed recommendations on a number of areas including composition, timelines and powers. It does not itself establish such a body; that decision would come to full council.

Recommendations

1. To recommend to Full Council that Burnham establish a Burnham Youth Council, on similar lines to Sevenoaks Youth Council.
2. To instruct the Clerk to bring a draft BYC constitution to **October** Full Council in line with the specific recommendations made below; and to propose additions to the Council Terms of Reference in line with this.

Commentary

Sevenoaks has established a successful Youth Council model based on school representation. The council's website can be found at [SEVENOAKS YOUTH COUNCILLORS - Home \(weebly.com\)](http://SEVENOAKS YOUTH COUNCILLORS - Home (weebly.com)) and their constitution can be found at [SEVENOAKS YOUTH COUNCIL \(sevenoakstown.gov.uk\)](http://SEVENOAKS YOUTH COUNCIL (sevenoakstown.gov.uk)). This is considered to represent a good starting basis for Burnham.

Detailed recommendations by topic

a. Role

It is felt that role and objective of Sevenoaks Youth Council, as outlined in their constitution, are appropriate for adaptation.

Recommendation

To adapt the role and objective of Sevenoaks Youth Council to be suitable for the Burnham Youth Council.

b. Membership and meetings

The Sevenoaks membership is based on one representative per school in Sevenoaks which has students aged 11-18. This is simple and easy to operate, but has some disadvantages:

- a. Most of Burnham's young people attend a variety of schools around rather than in Burnham.
- b. The model excludes young people under 11 who are also an important voice (in the Clerk's experience in Saltash, some of the older primary age children were the most enthusiastic contributors).
- c. The model focuses solely on schools rather than other young people's organisations, which often also provide a very good structure which can lead to strong ideas and participation.

Recommendations

Each properly constituted young person's organisation in Burnham with members aged 7-18, and each school (primary or secondary) with a significant number of Burnham residents aged 7 or above as students, be invited to send one representative aged 7-18; a list of these organisations to be an appendix to the constitution, with the Youth Council itself having the authority to add to it (as an indication this would include young people's uniformed organisations, the Juniors FC and other youth sports clubs, any youth clubs or groups etc.).

To include three named councillors, including the Council Chair or Vice Chair, as non-voting attendees, along with the Clerk or another designated officer who would also offer administration support.

To give the BYC power to set its own meetings but initially suggest a meeting of no more than one hour per school half-term (6 in a year).

c. *Timeline*

The Sevenoaks Youth Council is based on two-year terms. This may be a little long a commitment when the organisation is not yet established. It is felt that the school year, rather than the council year, makes a sensible operating timescale.

Recommendation

The BYC year run from September to July, with members initially elected for a year, and officers (Chair, Vice Chair, Secretary) to be elected by the first meeting each year.

d. *Relationship with Burnham Parish Council*

This is not explicitly covered within the Sevenoaks document, and there are some benefits to having a clearer formal relationship to assist dialogue. Whilst membership of BPC Committees is not considered appropriate, involvement in Working Groups could be relevant, especially the Eco group with its environment/future focus; and a regular short report for each organisation to the other would be beneficial. Members of the BYC who were interested could also be invited to attend committee meetings for relevant items and contribute as members of the public. BPC committees could also consider relevant proposals from the BYC.

Recommendation: to give the Burnham Youth Council the right to send a member to the BPC Eco Group, and other working groups as invited, and to submit proposals to committees through the Clerk. To include the Clerk writing a short summary of BPC's activities to go to each BYC meeting and the BYC Chair to do the same for BPC full council meetings, with the Clerk's assistance.

e. *Finance*

The Sevenoaks Youth Council has a Treasurer, and there is reference to funds in the constitution. It is not considered appropriate initially to grant the BYC a budget, but they could make recommendations to council committees to consider as noted above. The BYC could also look to raise its own funds, which could be held by BPC, with spending authorised by the Clerk based on recommendations from the BYC. If the BYC is seen to operate successfully, a small budget could be granted each year, again held by BPC with spending decisions delegated to the clerk based on recommendations from the BYC.

Recommendation: not to give the BPC a budget initially, but to include scope for this to happen in the future within the constitution, with funds being held by BPC.

Hi Adam,

Thank you for your email and sorry for my late reply. It was a pleasure speaking to the Parish on Monday and it was great to see you. Thank you for being so receptive to the concerns of Littleworth Common.

The school received a detailed proposal from SWARCO, an approved supplier, regarding the electronic traffic signs for Littleworth Road. After considering various options, the most effective solution for managing vehicle speeds appears to be a mains powered 'Your Speed Is' sign, positioned after the 30mph sign and before the Jolly Woodman pub. This choice is favoured because it not only indicates the actual speed of vehicles but is also more likely to encourage drivers to reduce their speed compared to a simple flashing reminder.

I was sent the costs by the school who recommended this preferred option are as follows:

- 300mm mains powered 'Your Speed Is' sign: £3,075.00 plus VAT
- Installation: £492.00 plus VAT
- Data logging feature: £133.00 plus VAT

The installation will require access to mains power, which seems to be the most viable long-term solution despite the initial higher setup cost. I understand there is a mains powers source close to where the MVAS could be put up. As for funding, I understand that the infant school holds £5,584.00 in raised funds, which could be allocated towards this project, especially as part of a matched funding initiative.

I am grateful that the prospective application will be forwarded to your committee as an item on the 11th Feb. Please let me know if I can speak or present with any residents on that day. Is there any further information I can supply regarding the permanent MVAS?

I am committed to supporting these initiatives to ensure the safety of our residents, especially the children and families commuting to and from school. Is am grateful Burnham Parish Council is listening and responding to such concerns. Thank you.

Many thanks.

Kind regards,

David

Councillor David Moore

Buckinghamshire Councillor for Farnham Common & Burnham Beeches

Hi David,

Thank you for your email. I will take this information to the Policy & Resource Committee meeting on the 11th Feb, although I do need to emphasise that any recommendation, or grant application, would need to go through Full Council. The next Full Council meeting is on 10th March. We have also spent the amount allocated for grants in this financial year, although as you know the new financial year begins on April 1st so that's relatively close.

There is a public participation item near the start of the P&R agenda, as at Full Council, so if you or residents wish to speak to the item again you are very welcome to. The actual discussion will take place later in the meeting; you can stay for that, but not participate at that point.

I have some other questions for clarification (I am trying to anticipate what the councillors might ask):

- i. Am I right in remembering that part of the request was for the Parish Council to take on the ownership and maintenance of the sign? Is the intention that the group or school would arrange for the sign and then hand it over; or that the Parish would take-on the whole project?
- ii. Is the intention to also put in a funding application to the Buckinghamshire Council Community Board?
- iii. Have you checked with Bucks Council what permissions would be required for the sign? We have permission for the MVAS site; would that also cover this sign?
- iv. Similarly have you checked who owns the mains power source you mention, and what permissions would be needed?

Many thanks,

Adam

Dear Adam,

Thank you for your email and points to clarify. I will get back to you with those details after speaking to the speedwatch team. Thank you for considering the application and I will be in attendance for both P&R and Full Council. The speedwatch also sent me a clarification regarding MVAS definitions. According to SWARCO, a permanent MVAS is actually a YSI (Your speed is) sign, where it is not moved but displays speed, also known as a VAS or a SID (speed indicator device).

Thanks again and will be in touch very soon.

Kind regards,

David

Draft meetings calendar 2025-26

Principles and legal requirements

1. The overall number of meetings should be trimmed to 6 per year for FC/Committees, and around 15 for Planning; plus the Annual Parish Meeting.
2. As it's an election year, annual Full Council must be held within 14 days of the elections on 1st May.
3. Committee meetings should run roughly in six 'cycles' with Full Council following each of the committees, to allow consideration of their recommendations, with P&R being the last meeting before Full Council for any items that also need to go through there.
4. Unless totally unavoidable, there should not be more than one late meeting in a week (planning will sometimes need to take place in the same week as another meeting).
5. There should be no meetings in August, except an early planning meeting, or in the second half of December. This does mean more meetings in September.
6. There should be approx. 2 months between meetings of the same committee, with a slightly larger gap due to summer, followed by some compression in the Autumn to allow for the budget cycle.

Please note that moving any specific meeting has a knock-on to other meetings, so if proposing a move these need to be fully thought through.

There is also a particular challenge with signing off the AGAR following audit – it is not advisable to do this at the Annual Full Council in May of an election year, as there will be new councillors and a lot of other business to transact (in non-election years this is probably possible). However 21st July is too late for this meeting. Moving the July Full Council meeting forwards to June would create different issues. Therefore, for this year only, I recommend adding a single item AGAR-only council meeting on Monday 16th June (to follow the Planning meeting that same day).

2025

May	Mon 12 th Annual FC	Mon 19 th Pla	Mon 26 th Annual Parish Meeting	
Jun	Mon 16 th Pla	Mon 16 th AGAR FC	Tue 17 th R&A	Tue 24 th BPMC
Jul	Tue 1 st P&R	Mon 14 th Pla	Mon 21 st FC	
Aug	Mon 4 th Pla			
Sep	Mon 1 st Pla	Tue 2 nd R&A	Tue 9 th BPMC	Tue 16 th P&R
	Mon 22 nd Pla	Mon 29 th FC		
Oct	Mon 13 th Pla	Tue 21 st R&A	Tue 28 th BPMC	
Nov	Mon 10 th Pla	Tue 11 th P&R		
Dec	Mon 1 st FC	Mon 8 th Pla	Tue 9 th R&A	Tue 16 th BPMC

2026

Jan	Tue 6 th P&R	Mon 12 th Pla	Mon 19 th FC	Tues 27 th R&A
Feb	Mon 9 th Pla	Tue 17 th BPMC	Tue 24 th P&R	
Mar	Mon 2 nd Pla	Mon 9 th FC	Tues 17 th R&A	Mon 23 rd Pla
Apr	Tue 7 th BPMC	Mon 13 th Pla	Tues 21 st P&R	

Green elect Chair / committee budget review for 24/25 (meeting cycle 1)

Red lettering budget meeting 1 / Q1 monitoring (meeting cycle 2)

Blue letter budget meeting 2 / Q2 monitoring (meeting cycle 3)

Purple lettering budget sign off / reserve

Yellow budget Q3 monitoring (meeting cycle 5)

	Weeks held	Shortest gap	Longest gap	Number
Full Council	2, 7 (AGAR only), 12, 22, 31, 38, 45 4: Annual Parish Meeting	7 weeks (not counting AGAR only meeting)	10 weeks	6 + Parish Meeting + AGAR only
Planning	3, 7, 11, 14, 18, 21, 24, 28, 32, 37, 41, 44, 47, 51	3 weeks	5 weeks	14
P&R	9, 20, 28, 36, 43, 52	7 weeks	11 weeks	6
R&A	7, 18, 25, 32, 39, 46	7 weeks	11 weeks	6
BPMC	8, 19, 26, 33, 42, 49	7 weeks	11 weeks	6