

BURNHAM PARISH COUNCIL

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

Committee members present:

Cllr Alexa Collins (Chair)	Cllr Ekta Kaur Ross (Vice Chair, part of meeting)	
Cllr Carol Linton	Cllr Marie Hammon	Cllr Jackie Slater
Cllr David Pepler	Cllr Trevor Stewart	Cllr Judith Foster

In attendance:

Cllr Graham Mummery
Cllr Terry Gamble

Officers of the Council:

Adam Killeya (Parish Clerk)
Rupinder Gaidhu (Finance Manager)

Members of the public: 0

PR2425/16 Apologies for Absence

Apologies were received from Cllr Kaur Ross for late arrival, and from Cllr Carey

PR2425/17 Declarations of Interest

No declarations were received.

PR2425/18 Public Forum

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

PR2425/19 Minutes

The minutes of the committee meeting of 18th June 2024 were **APPROVED**.

PR2425/20 Finances

The updated end of year accounts for 2023-24 were **NOTED**.

The accounts and budget position for the first quarter of 2024-25 were **NOTED**.

It was **NOTED** that of the substantive matters raised in the Internal Audit report:

- i. the credit card usage policy has been addressed at full council.
- ii. the signing off of invoices for standing orders and direct debits was in hand.
- iii. further extensions of the risk assessment process would be actioned in this calendar year.
- iv. the general reserves would be addressed as part of the budget process.
- v. the issue with the exercise of public rights had been addressed.
- vi. the issues concerning recommendations on hall hire rates had arisen due to an ambiguity in the minutes and no action was required.

The financial reporting calendar for 2024/25 was **NOTED**.

PR2425/21 Project updates – NDP

As this had been reported on at Full Council the previous day, there was no further update.

PR2425/22 Sustainability, ecology and climate emergency

There were no updates, as there are few actions for the committee at this time.

Signed:



Date:

24/9/24

PR2425/23 Burnham Youth Council

It was **RESOLVED** that in principle Burnham should establish a Burnham Youth Council, on similar lines to Sevenoaks Youth Council; with the detail deferred to the September meeting to allow councillors to consider the paper in more detail. The Clerk was also asked to write to schools and other young people's organisations locally to gauge interest.

PR2425/24 IT update

The Clerk stated that, whilst the initial intention had been to bring a proposal around cyber secure status to this meeting, it was felt better to hold this off until other IT updates had been completed. The verbal update was **NOTED**.

PR2425/25 Public consultations from Buckinghamshire Council

The Chair encouraged individuals to fill consultations themselves.

It was **RESOLVED** to delegate authority to respond to these consultations on behalf of the Council to the Clerk in consultation with councillors as named:

- i. Public libraries transformation policy, in consultation with the Chair.
- ii. Housing allocations policy for social housing tenancies, in consultation with the Chair and Cllr Hammon.
- iii. Nature recovery strategy, in consultation with Cllr Linton.

The Clerk stated that he would recirculate all of the consultations for any other comments.

PR2425/26 Staffing

The written report on training was considered, and it was **RESOLVED**

1. To vire £1,500 from the 'Parish office staff salaries' to the 'Parish office training' budget.
2. To delegate authority to the Clerk to vire funds from this additional sum to the Burnham Park Hall training budget if deemed necessary.

The Clerk reported on the requirements on obtaining a licence for the Council to sponsor skilled workers to work in the UK.

It was **RESOLVED** not to apply for a sponsorship licence.

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

The verbal update on staffing matters was **NOTED**.

The meeting closed at 8:50pm
Date of next meeting:
Tuesday 24th September (1st budget meeting)

Signed:



Date:

24/9/24