

FULL COUNCIL

Minutes of the meeting of the Full Council held on Monday 11 May 2009 commencing at 8.00 pm at in the Dining Hall of Burnham Upper School.

Present Chairman: Cllr Ms L Hazell
Cllrs P J Adams, Mrs C Binns, P Davies, Mrs H Evans, Mrs J Foster,
Mrs M Hammon, Mrs J Horwood, D Pepler, M Taylor and P Wallis

Officers: Mrs Janet Holmes and Mrs Mansford

Also present one member of the public and a representative from the press

ACTION

978 **Election of Chairman**

Proposed by Cllr Taylor, seconded by Cllr Davies

AGREED that Cllr Ms Lin Hazell be elected as the Chairman
of the Parish Council for the council cycle 2009/10

Cllr Hazell duly signed the Declaration of Acceptance of Office

979 **Apologies for Absence**

Apologies were received from Councillors M Bird, J Capel, M Hewitt,
Mrs P Plant and B Slater.

980 **Declarations of interest**

Members were asked to declare any personal interest and the nature of
that interest which they may have in any of the items under consideration
at this meeting.

981 **Public Forum**

Mr Stimpson requested an update on the progress of the Burnham Park
Hall rebuild. The Chairman, Cllr Ms Hazell, and Cllr Davies provided the
relevant information

982 **Election of Vice Chairman**

Proposed by Cllr Mrs Evans, seconded by Cllr Mrs Hammon

AGREED that Cllr Pepler be elected as the Vice Chairman
of the Parish Council for the council cycle 2009/10

983 **To note councillor's attendances for the last council cycle.**

Appendix A

Cllrs Pepler and Foster were complimented on their 100% attendance at
meetings

984 **To appoint members to serve on the following Committees**

The terms of reference state that there should be a minimum of 5 and a
maximum of 10 members on each committee. Councillors were asked not
to accept membership of a committee if they are not able to regularly
attend it.

Members present at the meeting wished to remain on the same
committees as 2008/9

a. Finance and General Purpose

Peter Adams, Catherine Binns, John Capel, Perry Davies, Lin Hazell,
Marcus Hewitt and Mark Taylor

FULL COUNCIL

b Recreation and Amenities

Hilary Evans, Judith Foster, Marie Hammon, Lin Hazell, David Pepler and Paul Wallis

Clerk to check with Cllrs Mrs Collins and Slater to ascertain if they wish to remain on the Recreation and Amenities committee

c. Planning

Hilary Evans, Marie Hammon, Marcus Hewitt, Jean Horwood and David Pepler.

Clerk to check with Cllrs Bird, Slater and Mrs Plant to ascertain if they wish to remain on the Planning committee.

It was agreed that meetings of the Planning committee should be held at 4.30 pm in the future.

It was recognised that as most of the current matters concerning the rebuilding of Burnham Park Hall were of a financial nature, discussions were being duplicated in committees. It was therefore agreed that there would be no separate Halls Committee but a working group of members would be established reporting directly to the Finance and General Purpose Committee. A system of regular reports to all Council members would also be established.

985 **Minutes of the Full Council**

Meeting held on 9 March 2009

AGREED that after the amendment of minute 907 of the Full Council meeting held on 9 March 2009 to replace "in Coulson Way" to "on Lent Rise Rd" the minutes be signed as a true record by the Chairman Cllr Ms Hazell

Meeting held on 14 April 2009

AGREED that the minutes of the Full Council meeting held on 14 April 2009 be signed as a true record by the Chairman Cllr Ms Hazell

986 **Matters Arising from the Minutes [not included on the agenda]**

None

987 **District Council Report**

No report received

988 **County Council Report**

Cllr Ms Hazell informed members that the County Council had repaired a number of pot holes and resurfaced a number of roads within Burnham recently. She apologised that the work was done at short notice and an amount of inconvenience was caused to residents who had difficulty in accessing their properties.

Elections for the County Council would take place on 4 June 2009

989 **To receive the minutes of the Parish Council's committees**

a] Cllr Mrs Evans presented the minutes of the Planning Committees

FULL COUNCIL

2 March 2009	Minutes 886 - 892	Pages 273 - 274
23 March 2009	Minutes 908 - 915	Pages 280 -281
20 April 2009	Minutes 952 - 960	Pages 293 - 294

Cllr Mrs Evans thanked the members of the planning committee and the Assistant Clerk for the work they had undertaken during the past year. She congratulated members on finding the time to attend training courses to enhance their local government knowledge.

b) Cllr Taylor presented the minutes of the Finance and General Purpose Committees

23 March 2009	Minutes 916-927	Pages 282 -285
14 April 2009 *	Minutes 947-951	Pages 291-192

He highlighted item 921 and noted that Mr Cole had agreed to obtain further information on the Local Government Pension Scheme. This matter would be considered as soon as possible.

Cllr Taylor noted that the committee had reviewed the Standing Orders and other documents and recommended that the Council accept the policies at the appropriate time on the agenda.

c) Cllr Davies presented the minutes of the Halls Committee

14 April 2009	Minutes 928-941	Pages 286 - 288
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Cllr Davies paid tribute to the work undertaken by Michael Cole and Shorne Tilbey on the Hall committee

d) Cllr Pepler presented the minutes of the Recreation and Amenities Committee

20 April 2009	Minutes 961 – 969	Pages 295- 297
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It was noted that the meeting between Burnham Junior football club and members of the Parish Council had yet to take place.

990

Finance Report

1. To note the balances in the Council's accounts for the period ended 31 March 2009

Co-operative Bank	281728
Newbury Building Society	524764
Nat West	63189
Consolidated Loan Stock	0
Petty Cash	100
Lloyds TSB	9

Total	869790

2. To approve the Council's accounts for the financial year 2008/9 and to complete the Annual Return. A copy of the annual financial statement had been distributed to all members

Appendix B

The Clerk read the Annual Governance Statement

Appendix C

FULL COUNCIL

Proposed By Cllr Mrs Binns, Seconded by Cllr Mrs Horwood

AGREED that the accounts be accepted and approved and that the Chairman should sign Section 1, Section 2 and the accompanying Balance Sheet.

The Clerk expressed her thanks to Mr Harland for assisting with the production of the end of year accounts for the Parish Council.

3. The Council's accounts were subject to scrutiny by the Internal Auditor, Haines Watts on 17 April 2008.

His comments are set out below

The Parish Council was assured that it operates a system of internal controls which are adequate and effective, given the resources available to it, and that the Council adheres to the Guide (Governance and Accountability in Local Councils in England and Wales – a Practitioner's Guide] and other accounting and control principles for the financial year 2008/2009

Audit Reports

It would be good practice to record what action is to be taken following receipt of the Internal and External Audit reports , especially if the Council disagrees with the proposals

Standing Order and Financial Regulations

These are currently under review and it is anticipated the updated versions will be adopted in the near future

New Policies

New draft policies have been prepared to cover IT and authorised and Unauthorised Absences. A couple of minor issues have been discussed with the Clerk and consideration is to be given to incorporating these into the policies

VAT

An error had already been identified that input VAT had been claimed twice and had been brought to the attention of HM Revenue and Customs post year end. The rectifying paperwork is awaited from them

CCTV

The Council has agreed, in principle, to support the local CCTV system when it is installed by funding the maintenance. Confirmation of the costs involved is awaited as the contract for installation is still out to tender.

Street Lighting

An exercise has been undertaken to confirm the location of the street lights that are the responsibility of the Council and its records have been updated appropriately. Consideration was given to the replacement of all the bulbs, but has been deferred to the current year due to the associated costs

Risk Assessment

Although critical aspects continue to be reviewed, the broader review has been deferred due to the delay in the commencement of demolition of Burnham Park hall. Similarly consideration is to be given to the insurance cover held by the Council when the Parish office relocates in the near

FULL COUNCIL

future. Both aspects will need to be kept under review as the rebuilding project progresses and particularly when it comes to fruition

Staffing

Although some of the financial transactions undertaken by the Council have lessened while the hall is unavailable for letting, this position is only temporary. Given the importance of maintaining the financial records it might be advisable to consider having a member of staff who has the sole responsibility for this function, so that they undertake this task without being interrupted by other aspects of the Council's business

Members noted that no decision had yet been made to fund the CCTV maintenance as the costs and total commitment were still unknown
Clerk to inform Haines Watts accordingly

The report to be discussed fully at the next meeting of the Finance and General Purpose committee when a fuller answer can be sent to the Internal auditor

4. To receive a list of payments made from 1 April 2009 to 30 April 2009
Information noted See appendix D

5. To agree the appointment of an Internal Auditor for Burnham Parish Council for the year 2009/10.

Two quotations had been received to undertake the role of Internal Auditor to the Parish Council. The Clerk noted that there are few companies willing and able to undertake the internal audit of a Council the size of Burnham

a. Auditing Solutions Ltd

Suggest 2 visits per year i.e September and April/May at a cost of £360 per day
plus an additional half day to familiarise with systems plus VAT = £900

b. Haines Watts

Suggest £725 plus VAT to include preparatory work, visit to undertake review, annual report and management letter

In answer to a question, the Clerk informed members that there had been no complaints regarding the existing company's performance and that on several occasions she has asked for, and received advice, for which no charge has been made.

Proposed by Cllr Taylor, seconded by Cllr Pepler

AGREED that Haines Watts be appointed as the Internal Auditor for the Parish Council for the yea 2009/10

Clerk to inform companies accordingly

991 **To appoint representatives on other bodies**

a. Burnham Community Association [2]
Cllrs Mrs Hilary Evans and Bob Slater

b. Burnham Youth Centre Management committee [1]
Cllr David Pepler

FULL COUNCIL

c. Hitcham Poor's Land Charity [3]

Cllrs Mrs Hilary Evans, Mrs Jean Horwood and Mrs Judith Foster
It was agreed that a report would be made to a future Parish Council meeting

d. Burnham Consolidated Charities /Elizabeth Cox Clothing Charity [1]

Cllr David Pepler

Cllr Pepler distributed a financial report for the charity for the previous two financial years See appendix E

e. South Bucks Partnership [replaces the South Bucks Local Forum]

Cllr Slater to be asked if he wishes to attend the meetings

f. South Bucks Association of Local Councils [Clerk and upto 5 councillors]

Cllr Peter Adams. Cllrs Mrs Plant and Bob Slater to be asked if they wish to attend

g. Hitcham Hag Hill Trust [2]

Cllr Pepler. Cllr Slater to be asked if he wishes to attend the meetings

h. ThinkBurnham

Cllr Slater to be asked if he wishes to attend the meetings

i. Burnham Beeches Consultative Group

Cllr Mark Taylor currently represents the Parish Council. Cllr Taylor agreed to contact the City of London to ascertain if a deputy could attend meetings in his absence. Cllrs Mrs Binns and Mrs Horwood expressed an interest.

992

To receive the recommendation from the Finance and General Purpose Committee that the following policies be agreed

a. Standing Orders

The Clerk explained that a number of changes were necessary to comply with the changes in legislation and the requirements of the Internal and External Auditors

AGREED that the Standing Orders, as set out, be adopted.

Cllr Mrs Evans requested that a line be added to the Rules of Debate

"All members shall rise to speak unless permitted by the Chairman to sit on account of infirmity"

AGREED that this item be discussed fully at the next meeting of the Full Council

b. Financial Regulations

AGREED that the Financial Regulations, as set out, be adopted

c. Risks Associated with Financial Regulations

AGREED that the Risks Associated with Financial Regulations, as set out, be adopted

FULL COUNCIL

d. Authorised and Unauthorised Absence Policy

The Internal Auditor had suggested a couple of minor changes be made to the document

AGREED that the amended policy for Authorised and Unauthorised Absences be adopted

e. IT Policy

The Internal Auditor had suggested a couple of minor changes be made to the document

AGREED that the amended I.T policy be adopted

993

To agree an addition to the Revised Standing Orders to enable the Council via the Clerk to agree work being undertaken on the rebuilding of Burnham Park Hall between meetings.

The Chairman explained that we know that there might be occasions in the building works when a decision is going to need to be taken and possibly expenditure agreed in a hurry. The Council are urged to agree a protocol for this.

The Standing Orders, as now agreed,

At item 84 gives the delegation to the chief officer [the Clerk] as follows:

Where any item of new business, due to its urgency, is unable to be dealt with through the normal Council/ Committee meetings process, the Clerk together with the Chairman of the Council/Committee plus 1 other Member has executive power to resolve the business. Any such items will be reported to the appropriate Committee as soon as practicable.

At item 86, an amount of financial delegation is also given to the Clerk

That the Clerk have delegated authority to undertake expenditure up to £5,000 without reference back to a committee. Any such matter to be reported to the appropriate Committee as soon as practicable

This is further supported in the new Financial Regulations

3.4 *The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or **other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000.** The Clerk shall report the action to the Council as soon as practicable thereafter.[BPC Standing Orders item 86 refers]*

Proposed by Cllr Taylor, Seconded by Cllr Adams

AGREED that an addition be made to the Standing Orders that combines both of the above to assist with any matter of urgency during the rebuilding of Burnham Park Hall.

FULL COUNCIL

86A *Standing Orders*

Where a matter arises in the building works for Burnham Park Hall that, due to its urgency, is unable to be dealt with through the normal Council/ Committee meetings process, the Clerk together with the Chairman of the Council plus 1 other Member has executive power to resolve the business. There is budgetary provision for the expenditure subject to a limit of £25,000

The Chairman stressed that this provision

- a. Would only be used as an urgency item
- b. Could not be used without consultation with the Clerk and two senior councillors
- c. Would only be used during the rebuilding of Burnham Park Hall
- d. Would be removed from Standing Orders when the project was completed.

994 **Reports from Outside Bodies**

To receive verbal reports, for information, from councillors serving on outside bodies

Youth Centre Management

Cllr Pepler reported that their problems were different in that they had more juniors [under 13 years] attending on a Tuesday than helpers.

Unfortunately this age group is not supported by funds from the County Council Youth service so the Youth Leader is not able to be present. A request has been sent to parents to help and a meeting will shortly be held for the parents.

995 **Information items**

Each year the Parish Council's insurer's Zurich, organise a day of training around the country. The Council is entitled to one free place with others at a cost of £30 per head. This year their main topic is the Management of Halls - they will discuss the measures needed to successfully maintain, hire out and manage these facilities.

Cllr Taylor will attend the session on 1 June at Farnborough

Mrs Mansford will attend the session on 2 June at Chorley Wood

Mrs Holmes will attend the session on 30 June at Swindon

996 **Available in the office**

- Minutes of the Burnham Health Promotion Trust
- Copies of The Beeches area newsletter
- Chiltern views
- Minutes of Sure Start Children's Centre
- Copies of information regarding the purchase and use of fireworks received from South Bucks District Council had been distributed to all councillors. The Clerk was requested to obtain posters outlining this information, for the notice boards
- Standards Board Bulletin 43
- Copy of the South Bucks Partnership agenda for 22 April
- BCC Temporary signing notice between 2/5/09 – 17/5/09 for a charity sponsored walk 16 May

There being no other business the meeting closed at 9.40 pm