

**BURNHAM PARISH COUNCIL  
MINUTES OF THE POLICY & RESOURCES COMMITTEE**

Minutes of Part 1 of the meeting of the Policy & Resources Committee held on 14<sup>th</sup> January 2019 at 6:30pm in Burnham Park Hall.

**Members of the Committee present:**

Cllr Richard Kirkham (Chair)	Cllr Perry Davies
Cllr Judith Foster	Cllr Marie Hammon
Cllr Lin Hazell	Cllr Ekta Kaur Ross
Cllr Chris Long	Cllr Lola Owolabi
Cllr David Pepler	

**In attendance:**

Officers of the Council:	Sheridan Jacklin-Edward (Parish Clerk) Alexa Collins (Finance Manager)
Other attendees:	Cllr Adam Prince
Members of the public:	0

**616 Apologies**

None

**617 Declarations of interest**

Cllr Lin Hazell – a personal interest in item 624 being a member of Bucks County Council and being the Chair of the Local Area Forum.

Cllr Richard Kirkham – a personal interest in item 624 being a parent of pupils at Lent Rise School.

**618 Public forum**

None.

**619 Minutes**

It was **RESOLVED** to approve the Part 1 and Part 2 of the minutes as an accurate record of the Policy & Resources Committee meeting of 19<sup>th</sup> November 2018.

**620 Matters arising**

None.

**621 Financial statements**

The Committee noted and approved the October financial statements, including management accounts, summary of ringfenced funds, summary of payments, and bank reconciliations.

**622 Expenditure**

It was reported that the Recreation & Amenities Committee had deferred a decision on the recommendations to adjust the Project 57 Project Management Plan budget.

**623 Grant applications**

The Committee considered a grant application from Chilterns Citizens Advice for £1,000 towards running costs for its Burnham outreach service. It was noted that the application was for funding from the 2019/20 municipal year grant award

budget. Concerns were raised that the Council should not commit funds from a future year budget prior to the year beginning. However, it was also felt that as the funding was for activities starting in April, a decision prior to the start of the year was required. It was also suggested that the award be on the condition that it be ringfenced for activities for Burnham residents. The Committee felt that the applicant carried out very valuable work for Burnham residents, and that the award amount was commensurate with that given by other similar parish councils. The Committee therefore **RESOLVED** to approve the grant award of £1,000, with the award taking effect of 1<sup>st</sup> April, and on the condition that the funds be ringfenced for activities for Burnham residents.

**624 Local Area Forum scheme**

The Committee considered project costings from Transport for Bucks for two feasibility studies which the Parish Council had proposed to the Local Area Forum for the coming municipal year – pedestrian crossings near to local schools, and a footway under the Hitcham Road railway bridge. It was noted that should the Local Area Forum take the schemes forward, they would require match-funding. It was also noted that funding may be obtainable from other sources not yet identified. It was therefore suggested that the Council agree to underwrite the funding of the schemes up to 50% of the total value from the 2019/20 Capital Programme Fund budget, subject to the Local Area Forum approving the studies, and on the understanding that the Parish Council investigate alternative funding sources. The Committee noted the recent petition by residents regarding the pedestrian crossings and therefore felt that it was a priority identified by the community. It also noted that the issues had been ongoing for many years. The Committee **RESOLVED** to approve up to 50% funding for both feasibility studies from the 2019/20 Capital Programme Fund, subject to approval from the Local Area Forum.

**625 Hag Hill traffic scheme**

The Clerk reported that the formal consultation was underway on both the parking restrictions on Hitcham Road and the 20mph speed limit, and would end on 25<sup>th</sup> January. Following the closure of the consultation the Clerk would confirm the outcome with Transport for Bucks.

**626 Finance Manager**

The Committee noted that the Finance Manager had resigned in order to take up the full time Town Clerk post at Beaconsfield Town Council, and congratulated her on her new position. The Committee reviewed the draft job advert and specification and **RESOLVED** to approve the recruitment process for a replacement Finance Manager, subject to minor amendments to the job description, and to appoint Cllrs Lola Owolabi and Adam Prince to the shortlisting and interview panel.

**627 Exclusion of the press and public**

It was **RESOLVED** that further to s1(2) of the Public Bodies (Admission to Meetings) Act 1960 that in view of the confidential nature of the business to be transacted, that the public be excluded and the matter dealt with in a subsequent Part 2 meeting.

**Part 1 of the meeting closed at 7:05pm**  
**Next meeting: Monday 14<sup>th</sup> January 2019 at 6:30pm**