

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

Minutes of Part 1 of the meeting of the Policy & Resources Committee held on 26<sup>th</sup> March 2018 at 6:30pm in Burnham Park Hall.

**Members of the Committee present:**

Cllr Perry Davies (Acting Chair)	Cllr Judith Foster
Cllr Marie Hammon	Cllr Ekta Kaur Ross
Cllr David Pepler	

**In attendance:**

Officers of the Council:	Sheridan Jacklin-Edward (Parish Clerk) Alexa Collins (Finance Manager)
Members of the Council:	Cllr Richard Kirkham
Members of the public:	2

**542 Apologies**

Cllr Lin Hazell.

**543 Declarations of interest**

Cllrs Perry Davies and Ekta Kaur Ross – a personal interest in item 7, being members of the Burnham Access Group.

Cllrs Marie Hammon and Ekta Kaur Ross – a personal interest in item 7, being members of Burnham Tennis Association.

**544 Public forum**

Dawn Grieve and Hazel Kelsey attended the meeting on behalf of the Burnham Access Group, to highlight the upcoming Accessibility Day, and also request volunteers from the Parish Council to take part in the day. The Committee considered a grant application from the group, discussed under item 548.

**545 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> February 2018.

**546 Matters arising**

None.

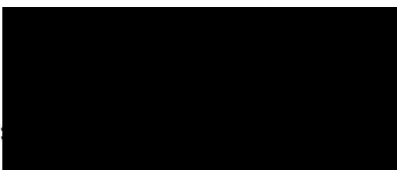
**547 Financial statements**

The Committee reviewed and **RESOLVED** to approve:

- Management accounts for year to 28<sup>th</sup> February 2018
- Bank reconciliations at 28<sup>th</sup> February 2018
- Summary of payments for February 2018
- Ringfenced funds summaries at 28<sup>th</sup> February 2018

The Clerk reported that, thanks to the efforts of the Deputy Clerk and Finance Manager, the accounts with the new water supplier for all sites had been resolved, and credits had been received which balanced out the overcharging. It was also noted that the VAT recoverable asset line of the balance sheet was empty, as the Council usually owed VAT, and therefore it showed as a liability.

Signature



Date:

4/06/2018

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**548 Expenditure**

**Trees at Stomping Ground.** The Clerk stated that the Tennis Association wished to undertake work to reduce the trees around the perimeter of one of the tennis courts. They had received three tenders for the work. The Clerk stated that although two of the mature trees were in good health, the row of mixed trees would benefit from pruning. It was confirmed the trees were on Parish Council-managed land and the Clerk therefore recommended that the Council contribute £300 from their outside spaces maintenance budget towards the work. The Committee **RESOLVED** to approve the request.

**Grant request – Burnham Access Group.** The Clerk presented a grant request that had been received that day, for £200 towards the upcoming Accessibility Day. The Committee **RESOLVED** to approve the request.

**549 Hag Hill traffic calming / parking restrictions**

The Clerk circulated to the Committee project initiation documents (PIDs) for the 20mph speed limit and one-way junction work that he had received that day from Transport for Bucks (TfB). He stated he had serious concerns regarding the work carried out, and the quoted implementation costs. He noted that the feasibility study had been ongoing for six months, and no report and recommendations had been received for the 20mph speed limit, other than short emails from a TfB officer. He also noted that the total cost for the 20mph speed limit seemed extraordinarily high, noting costings for similar schemes. He stated that he had replied to TfB requesting a breakdown and justification of the costings, and more details on the design specifications for the 20mph speed limit. He also strongly recommended that the Council not sign off the feasibility study stage of the work until TfB had provided the necessary information. The Committee felt it was essential that the information be provided to ensure the Council carried out its due diligence and achieved best value.

**550 Interim audit report**

The Clerk had circulated the interim report to the Committee and summarised its recommendations, noting the auditor's thoroughness. It was noted that no major issues had been raised, and that all recommendations were being actioned or addressed. In particular, the Committee noted the over-deductions of income tax for staff members in the Local Government Pension Scheme. The Clerk stated that he had investigated the matter, and agreed with the assessment of the auditor. He stated that the matter had been raised with the payroll provider, who were remedying it as a matter of urgency. The Committee also discussed the arrangements for stock-taking, and the potential for a professional stock-take once a year.

**551 Community Entertainment Fund**


The Chair summarised the role of the Fund in supporting non-profit making events for the benefit of the community. He felt that the fund should sit on the Council's overheads & staffing management accounts, and given to the Hall as a ringfenced fund, to be managed by the Management Committee on a use-it-or-lose-it basis. The Committee discussed the benefits of the various options and **RESOLVED** to approve the proposed change in accounting, to take effect as of 1<sup>st</sup> April 2018.

**552 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 8:00pm**

**Next meeting: Monday 4<sup>th</sup> June 2018 at 6:30pm**

Signature: 

Date: 4/6/2018