

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

Minutes of Part 1 of the meeting of the Policy & Resources Committee held on 16th July 2018 at 6:30pm in Burnham Park Hall.

Members of the Committee present:

Cllr Richard Kirkham (Chair)	Cllr Judith Foster
Cllr Lin Hazell	Cllr Ekta Kaur Ross
Cllr Christian Long	

In attendance:

Officers of the Council:	Sheridan Jacklin-Edward (Parish Clerk) Alexa Collins (Finance Manager)
Other attendees:	Cllrs Adam Prince and Jackie Slater
Members of the public:	1

569 Apologies

Cllrs Marie Hammon, Lola Owolabi, and David Pepler.

570 Declarations of interest

Cllr Lin Hazell – a personal interest in item 577 being a member of Bucks County Council, and a prejudicial interest in item 580 being a member of South Bucks District Council. For the latter item Cllr Hazell left the meeting and took no part in the discussion.

571 Public forum

A resident of the Hag Hill area attended the meeting, and item 577 was brought forward.

572 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 4th June 2018.

573 Matters arising

None.

574 Financial statements

The Committee **RESOLVED** to approve the May monthly finance papers including management accounts, ringfenced funds summary, bank reconciliations, and summary of payments.

The Clerk noted that both overheads & staffing, and recreation & amenities budgets continued on course. He noted that Burnham Park Hall had a higher than expected forecasted net loss, but that it would still be a significant improvement on the previous year. He also stated that ongoing work into reducing energy costs was hoped to bring additional savings. Cllr Jackie Slater queried the status of the grant for the Royal British Legion dropped kerb.

575 Expenditure

Tree work. The Clerk reported that he had received a quote of £6,010 for the third year of the Council's three year plan of extensive remedial tree work. The Clerk stated that the tree surgery contract was put out to competitive tender the previous year. He also reported that all planning permissions and faculties had been applied for. It was also hoped that some of the material could be recycled for Project 57. The Committee **RESOLVED** to approve the tree work as per the quote.

Signature: 

Date: 03/09/2018

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576 Policies

Communication policy. The Clerk reported he had been working with Cllr Paula Prince on the policy as it was felt to be of growing importance, given the continued rise in use of social media and digital communication, and the risks associated with it, and also to encourage positive and constructive engagement with the press and public. The Committee **RESOLVED** to adopt the policy.

Grant award policy. The Clerk reported that he and Cllr Adam Prince had revised the policy following discussion at the last Council meeting, with the aim of providing more support to applicants and encouraging more comprehensive applications. It was noted that there was no current set monitoring procedure for the grants, and it was agreed that each successful applicant should submit a short report following the completion of the project. The Committee **RESOLVED** to adopt the policy subject to the agreed change.

577 Hag Hill traffic scheme

The Clerk reported that he had requested that Transport for Bucks revise their quotations with a view to bringing them within the Council's available budget. They responded that they were unable to do so. The Clerk reported that he had written to the Head of Highways, Mark Averill, and talked to him in person about the situation. Mark had confirmed that he would investigate the matter with TfB, and the Clerk was hopeful of a positive outcome which would ensure the Council did not exceed the budget available.

It was noted that as the project would include expenditure outside the remit of the s106 agreement, any amount spent on this work should be identified and funded through the Council's general reserves. The Committee believed that any costs would be minor, and did not have a significant impact on the project being overbudget.

578 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 7:25pm

Next meeting: Monday 3rd September 2018 at 6:30pm

Signature: 

Date:

03/09/2018