

## **BURNHAM PARISH COUNCIL**

Minutes of the Policy & Resources Committee held on 16<sup>th</sup> June 2026 at 6:30pm in  
Burnham Park Hall.

### **Committee members present:**

|                                      |                                |                     |
|--------------------------------------|--------------------------------|---------------------|
| Cllr Carol Linton (Chair)            | Cllr Terry Gamble (Vice Chair) | Cllr Ekta Kaur Ross |
| Cllr Marie Hammon                    | Cllr Judith Foster             | Cllr John Carey     |
| Cllr Alexa Collins (part of meeting) |                                |                     |

**Officers of the Council:** Adam Killeya (Parish Clerk)  
Rupinder Gaidhu (Finance Manager)

**Members of the public:** None

### **PR2627/01 Election of Chair**

It was **RESOLVED** to elect Cllr Carol Linton as Chair of the Policy and Resources Committee for the 2026-27 municipal year.

Cllr Collins arrived during this item.

### **PR2627/02 Election of Vice Chair**

It was **RESOLVED** to elect Cllr Terry Gamble as Vice Chair of the Policy and Resources Committee for the 2026-27 municipal year.

### **PR2627/03 Apologies for Absence**

Apologies for absence were received from Cllrs Slater and Pasha.

It was **NOTED** that no apologies were received from Cllr Kelly.

### **PR2627/04 Declarations of Interest**

No declarations were received.

### **PR2627/05 Public Forum**

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

### **PR2627/06 Minutes**

It was **RESOLVED** to approve the minutes of the committee meeting of 21<sup>st</sup> April 2026.

### **PR2627/07 Finance**

It was **RESOLVED** to accept and approve the end of year accounts and budget monitoring report for all committees for 2025-26.

The Clerk emphasised that staff were still getting to grips with the new accounting system and that Councillors' patience was appreciated. They confirmed that final figures for at least the end of month 2 for all committees should be available for consideration at the July meeting of the Policy and Resources Committee. The end of Q1 figures and budget monitoring report would be circulated to all Councillors before the summer break if not

Signed:



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ready for the July meeting. The Clerk noted that in the future Parish Councils might be expected to have sector specific accounting system, and that therefore the Council's move may have anticipated a future requirement. They thanked the Finance Manager for her work on the new system, along with the Hall Staff who were getting to grips with the bookings side of the system.

The Clerk and Finance Manager presented four different styles of report for the provisional end of month 1 accounts: a management accounts report, and an income and expenditure report, each in full or summary form. They highlighted the advantages of each report, and sought opinions on which committee members found most helpful. They also presented an earmarked reserves report which they suggested was both clearer and easier to produce than under the previous system, and particularly helpful when understanding deadlines for expenditure of Community Infrastructure Levy funds.

The draft end of month 1 accounts for all committees were **NOTED**. The committee felt that it would be useful to have option 2 and option 4 (the two different styles of report, in full form) available for the next meeting to facilitate a final decision; with the reserves report included the in quarterly budget monitoring reports.

The outline Financial Reporting Calendar for 2026-27 was **NOTED**. The Clerk emphasised that it was a framework, and may need to be adapted depending on meeting turnarounds and staff capacity at the time. It was **RESOLVED** to approve the outline Financial Reporting Calendar for 2026-27 as a basis for reporting, with changes to be reported to the committee.

#### **PR2627/08 Council Strategy and Action Plan**

The Clerk drew members attention to the update annotated version of the action plan. They noted that their Clerk's reports to Full Council also included progress on several plan items, and stated that a more detailed review process for the plan ahead of the 2027-28 budget process would begin at the next committee meeting.

#### **PR2627/09 Working groups**

Cllr Sommer's written report on behalf of the Village Centre Regeneration Working Group meeting was **NOTED**. The Clerk advised that Committee that there remained £5,000 in the Council's annual budget for Village Centre Regeneration Projects and that it was within the remit of the working group to make proposals regarding these funds.

Cllr Hammon and Clerk gave an update on the working of the Strategic Planning Working Group and noted that a report would be coming to the next full council. The update was **NOTED**.

Cllr Carey reported that the Sustainability, Ecology and Climate Emergency Working Group was meeting on 18<sup>th</sup> June. The updated list of actions was **NOTED**.

#### **PR2627/10 Recommendations from other committees**

The recommendations from the Recreation & Amenities Committee and the Burnham Park Management Committee concerning the patch of land near the hall car park were **NOTED**.

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It was **RESOLVED** to approve the work plan without the woodchipped area, up to a total budget of £700, to be funded from the Community Infrastructure Levy.

#### **PR2627/11 Consultations and correspondence**

The Council submissions to the following consultations were **NOTED**.

- a) Parking Standards for New Developments: ANON-76HD-M622-Z
- b) A proposed Design Code for Buckinghamshire: ANON-378D-EXWF-Z.
- c) Response to the planning inspectorate on the scoping consultation for the SDC M40 Campus (made under delegated authority due to the deadlines).

It was **RESOLVED** to respond in favour to the consultation on the proposal to extend existing PSPOs at Burnham Beeches with minor modifications for a further three years.

It was **RESOLVED** to delegate authority to the Clerk, in consultation with the Planning Strategy Working Group, to respond to the consultation on the draft methodology for Slough's Housing and Economic Land Availability Assessment (HELAA).

The letter from a resident regarding speed limits on Taplow Common Road, and the Clerk's notes on the guidance on the Bucks Council website were **NOTED**. It was **RESOLVED** to reply that the Council empathised with the resident's concerns and felt that this was an anti-social behaviour matter which should be reported via 101.

#### **PR2627/12 Policies**

It was **RECOMMENDED** to Full Council to approve the updated Fire Safety Policy for the George Pitcher Memorial Ground.

The impact assessment of the Employment Rights Act was **NOTED**. It was **RECOMMENDED** to Full Council to approve the updated Staff Handbook.

#### **PR2627/13 Council licences and leases**

The information sheet on the Renters Rights Act 2025 was **NOTED**. The Clerk confirmed that this would apply to the Council rented property at 5 Lent Green Lane, but not to the tied cottage or to commercial lets.

It was **RESOLVED**

- i) under The Public Bodies (Admission to Meetings) Act 1960, as extended by Schedule 12A of the Local Government Act 1972, to exclude the public for confidential business to be considered, on the grounds that the following items included confidential commercial information (item 14b) and confidential information concerning staffing and ongoing investigations (item 15a);
- ii) to invite the Finance Manager to remain for these items.

The confidential list of current Council licenses and leases was **NOTED**.

#### **PR2627/15 Staffing updates**

The Clerk gave a confidential update on staffing matters, including recent investigations.

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They reported that a cash loss of £115 would be written off and recorded in the accounts. They outlined enhanced security measures concerning cash which have been actioned.

The Clerk further updated on a separate police matter under investigation, and emphasised that no staff were involved in any wrongdoing. They reported that it was intended to add a written policy about the private use of council vehicles, and emphasised that this was a matter of good procedure and not of any misconduct. The report was **NOTED**.

It was **RESOLVED** to come out of confidential session.

The updated staff cover plan was **NOTED**.

The updated staffing structure now in effect was **NOTED**.

The Clerk reported that the HMRC mileage rates had been increased to 55 pence per mile for the first 10,000 miles per annum, backdated to 1st April. The scheme of members' allowances provided that rates for councillors were automatically increased in line with HMRC guidance. Staff contracts refer to NJC mileage rates which are no longer nationally set. However NJC advises Councils to follow HMRC rates.

It was **RECOMMENDED** to Full Council to:

- a) increase staff mileage rates to match the increased HMRC rates, backdated to 1<sup>st</sup> April;
- b) confirm that going forward the Council will automatically match any increase in HMRC rates;
- c) authorise an overspend in mileage budget items for 2026-27, provided that the expenditure would have been within budget at the previous rate.

**The meeting closed at 8.07pm**  
**Date of next meeting: Tuesday 21<sup>st</sup> July 2026**

Signed:



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