

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

Minutes of the Policy & Resources Committee held on 21st November 2023 at 6:30pm in Burnham Park Hall.

Committee members present:

Cllr Marie Hammon	Cllr Carol Linton	Cllr Alexa Collins (from item PR23/029)
Cllr Trevor Stewart	Cllr David Pepler	Cllr Judith Foster
Cllr Ekta Kaur Ross		Cllr Jackie Slater

In attendance:

Councillors: 0

Officers of the Council: Louise Hayday (Parish Clerk)
Rupi Gaidhu (Finance Manager)

Members of the public: 0

PR23/023 Apologies for Absence

Apologies were received from Cllr Akash Bagga

PR23/024 Declarations of Interest

None declared

PR23/025 Public Forum

None

PR23/026 Minutes

The Committee **RESOLVED** to approve the minutes as an accurate record of the meeting held on 26th September 2023.

PR23/027 Finances

Cllrs noted the October management accounts including balance sheet and the ring-fenced funds.

PR23/028 Budget

The Committee noted the budget with no amendments.

PR23/029 Expenditure

The Committee discussed the proposal for a bench in the bus shelter and **RESOLVED** to proceed with the proposed bench at a cost of 570.70, funded from CIL.

PR23/030 Policies & Procedures

- a) The Committee **RESOLVED** to approve and adopt the Safeguarding policy
- b) The Committee **RESOLVED** to approve the Training Policy
- c) The Committee **RESOLVED** to approve the Code of Conduct

Signature: 

Date: 13/2/24

PR23/031 Project updates

The progress on the Neighbourhood Plan was noted. Discussion took place over the inclusion of various parcels of land as possible housing allocation areas. Cllr Judith Foster expressed concern that any development would add pressure to already stretched public services. It was explained that one of the aims of the plan would be to provide as much protection as possible for land in the West and North of the village. A discussion also took place around the need to use NDOs as part of the plan. All were again invited to attend the Neighbourhood Planning meetings for a full discussion.

PR23/032 Eco-Audit/Green Strategy

The Committee noted the operations that have been completed since the last P&R meeting, in particular that the banking change was nearing completion.

PR23/033 2023/24 Local Government Pay Scales

The Committee noted the new pay scales and the backdating of all effected staff to April 2023.

PR23/034 Staffing

The Committee noted the details from the staffing sub-committee regarding the recruitment of the new clerk.

PR23/035 Exclusion of Press & Public

It was **RESOLVED** that under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the Meeting for the remaining items of business on the grounds that publicity would be prejudicial to the public interest.

PR23/036 Lent Green Lane

The Committee considered the current lease and rental amount and **RESOLVED** to return to the agent with revisions.

PR23/037 Staffing

- a) The committee noted the summary of the recent appraisals.
- b) The Committee **RESOLVED** to agree the recommendations for staff remuneration for the 2024/25 financial year.

Meeting Closed at 8.05pm

Next meeting: Tuesday 13th February 2024

Signature: _____

Date: 13/2/24

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