

BURNHAM PARISH COUNCIL

Minutes of the Policy & Resources Committee held on 1st July 2025 at 6:30pm in
Burnham Park Hall.

Committee members present:

Cllr Carol Linton (Chair from PR2526/02)	Cllr Ekta Kaur Ross (Vice Chair until PR2526/02)
Cllr Alexa Collins (Chair until PR2526/01)	Cllr Jackie Slater
Cllr Judith Foster	Cllr Graham Mummery (reserve member)
Cllr Rukhsana Pasha	Cllr Marie Hammon

Officers of the Council:

Laiba Malik (Assistant Parish Clerk)
Rupinder Gaidhu (Finance Manager)

In attendance:

Cllr Paul Bunce (part of meeting)

Members of the public:

None

PR2526/01 Chair of the Committee

The committee **RESOLVED** to elect Cllr Carol Linton as the Chair of the Policy and Resources Committee for the 2025/26 municipal year.

PR2526/02 Vice-Chair of the Committee

The Committee **RESOLVED** to elect Cllr Terry Gamble as Vice-Chair of the Policy and Resources Committee for the 2025/26 municipal year.

PR2526/03 Apologies for Absence

Apologies were received from Cllrs Carey and Gamble (Vice Chair).

Cllr Wallis and the Clerk also requested that their apologies for absence be **NOTED**.

It was **NOTED** that Cllr Kelly had not sent apologies.

PR2526/04 Declarations of Interest

Cllrs Collins declared an interest in item 10b (minute PR2526/10) as she has recently attended a Sound and Song event.

PR2526/05 Public Forum

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

PR2526/06 Minutes

It was **RESOLVED** to approve the minutes of the committee meeting of 22nd April 2025.

PR2526/07 Finance

- a) The committee **NOTED** the end of year accounts and budget monitoring reports for all committees.

Committee members stated that they would like to see more updated accounts at

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future meetings, and asked to review past resolutions regarding quarterly accounts. The Assistant Clerk stated that any questions should be emailed to the Clerk, and they will be considered at the next meeting.

- b) The Committee **NOTED** the small number of actions arising from the Internal audit report and the Clerk's notes on actions.
- c) The explanatory note on overspends was **NOTED**. Whilst it was accepted in principle to authorise overspend in the relevant budget heading to match additional amounts of funding received, with this to be reported to the Policy and Resources Committee, the matter was **DEFERRED** until the next meeting to consider updates to financial regulations.
- d) The Committee **RESOLVED**:
 - I. To note the information provided in the report.
 - II. To resolve the status of the HVAC fund as an accrued revenue fund with effect from the start of the 2025-26 financial year.
 - III. To approve that all costs relating to the HVAC system including inspection, maintenance, repair and replacement, should be taken from this fund from the financial year 2025-26 onwards.
 - IV. To approve the expenditures from the HVAC fund, resolved by the BPMC committee on the 24th June 2025.

A decision with respect to the status of the election fund was **DEFERRED**.

PR2425/08 Sustainability, ecology and climate emergency

The updated list of actions was **NOTED**.

The committee **NOTED** the new Parish Council banner, which will be displayed at the Parish stall at the Village Fete.

PR2526/09 Policies

The Committee **RECOMMENDED** the following policies to Full Council, subject to any changes which will be sent over to the Clerk for consideration.

- a) Communications, Engagement and ICT Policy.
- b) Complaints Policy and Procedure.
- c) Investments and Reserves Policy.
- d) Event animal welfare policy (recommended by BPMC).

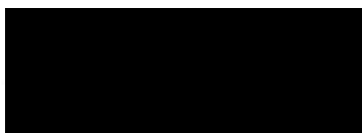
PR2526/10 Grants

The Committee **RESOLVED** to approve a grant of £1,000, in kind against room hire, to the Slough & Windsor Railway, towards a Model Railway Exhibition.

Cllr Slater requested that her vote against the resolution be formally noted in the minutes.

The Committee **RESOLVED** to approve a grant of £888 from Sound and Song, towards an Intergenerational Singing Programme.

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PR2526/11 Recommendations from other committees

It was **RESOLVED** to approve the recommendation from the Recreation and Amenities Committee to spend up to £2,000 on additional insulation at the George Pitcher Memorial Ground Pavillion, from the GPMG Improvement Fund.

It was **RESOLVED** to approve the recommendation from the Burnham Park Management Committee to vire £12,500 from the Hall Salaries Budget to the Hall Wages (Casuals) budget.

PR2526/12 Risk Assessment

The general risk assessment document was **NOTED**. The Assistant Clerk reported that the actions arising from this report are in progress.

PR2526/13 Utilities Contacts

It was **RESOLVED** 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 includes sensitive information about potential legal matters (item 13) and crime (item 14)

Cllr Bunce, the Finance Manager, and the Assistant Clerk were invited to remain in the meeting for these items.

The report was **NOTED**. It was **RESOLVED** to approve the recommendations made in the confidential report.

PR2526/14 CCTV

The Committee **RESOLVED** to approve the Clerk looking into options for stage 2 of CCTV project, on the basis that this should not be the only priority and that other Council priorities should be considered.

The Assistant Clerk stated that the Clerk would require an indication as to which locations to investigate, in order to give a steer and to make the task proportionate.

The meeting closed at 20:05

Date of next meeting: Tuesday 16th September 2025.

(1st Budget Meeting)

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