

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

Minutes of the Policy & Resources Committee held on 19<sup>th</sup> June 2023 at 6:30pm in Burnham Park Hall.

**Committee members present:**

Cllr Marie Hammon	Cllr Carol Linton	Cllr Alexa Collins
Cllr Ekta Kaur Ross	Cllr David Pepler	Cllr Judith Foster

**In attendance:**

Councillors: None

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

Members of the public: 0

**PR23/001 Chair of the Committee**

Cllr Carol Linton was unanimously voted as Chair of the Committee for the 2023-24 municipal year.

**PR23/002 Vice-Chair of the Committee**

Cllr Alexa Collins was unanimously voted as Vice-Chair of the Committee for the 2023-24 municipal year.

**PR23/003 Apologies for Absence**

Apologies for absence were received from Cllr Trevor Stewart, Cllr Akash Bagga and Cllr Jackie Slater.

**PR23/004 Declarations of Interest**

None declared

**PR23/005 Public Forum**

None

**PR23/006 Minutes**

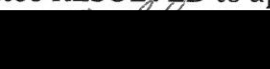
The Committee **RESOLVED** to approve the minutes as an accurate record of the meeting held on 25<sup>th</sup> April 2023.

**PR23/007 Finances**

- a) Cllrs were provided with management accounts for the year-end including the balance sheet and reserves. It was reported that the internal audit was now complete and the report had been circulated with the papers for the Full Council meeting on 20<sup>th</sup> June.
- b) The Committee received the May draft management accounts and ring fenced funds. It was asked that surplus funds be moved into the PSDF to maximise return on interest.

**PR23/008 Expenditure**

- a) The Clerk explained the rise in the quotation for the LED lighting at Burnham Park Hall, the committee **RESOLVED** to approve the updated quote.
- b) The Committee received the report regarding the car park extension at George Pitcher, the Committee **RESOLVED** to approve the extension with funding from CIL.

Signature: 

Date: 26/9/23

**PR23/009 Policies & Procedures**

- a) The Committee RESOLVED to approve and adopt the Grant Policy
- b) The Committee RESOLVED to approve and adopt the Complaints Procedure
- c) The Committee RESOLVED to approve and adopt the Privacy Policy
- d) The Committee RESOLVED to approve and adopt the Data Retention Statement
- e) The Committee RESOLVED to approve and adopt the Councillor Privacy Policy

**PR23/010 Project Updates**

- a) MVAS - The Clerk reported that the installation company are waiting for a response from the Local Area Technician regarding underground services at the site locations, the request has now been escalated as no response is being received.
- b) Neighbourhood Plan - An initial meeting is due to take place next week with the new consultant.

**PR23/011 Eco-Audit/Green Strategy**

The Committee noted the updates, paperless meetings were discussed and it was agreed that the next R&A meeting would serve as a trial.

Meeting Closed at 7.26pm

**Next meeting: Tuesday 25<sup>th</sup> July at 6:30pm**

Signature: 

Date: 26/9/23

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