

BURNHAM PARISH COUNCIL

Minutes of the Policy & Resources Committee held on 16th September 2025 at 6:30pm in Burnham Park Hall.

Committee members present:

Cllr Carol Linton (Chair)

Cllr Judith Foster

Cllr Alexa Collins (part of meeting)

Cllr Terry Gamble (Vice Chair)

Cllr Jackie Slater

Cllr Ekta Kaur Ross (part of meeting)

Officers of the Council:

Adam Killeya (Parish Clerk)

Rupinder Gaidhu (Finance Manager)

In attendance:

Cllr Jo Sommer

Cllr Inder Birdi (part of meeting)

Members of the public:

One

PR2526/15 Apologies for Absence

Apologies were received from Cllrs Pasha, Carey and Hammon; and from Cllrs Mummery and Wallis (reserve members).

Apologies for late arrival were received from Cllr Kaur Ross.

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

PR2526/16 Declarations of Interest

No declarations were received.

Cllrs Slater declared an interest in item 13d (minute PR2526/28) as a member of Back Heathrow.

PR2526/17 Public Forum

A member of the public spoke regarding agenda item 9a)iii) - Road Traffic Orders, and specifically in support of the council funding double yellow lines at Jennery Lane.

Cllrs Collins and Birdi joined the meeting during this item.

PR2526/18 Minutes

It was **RESOLVED** to approve the minutes of the committee meeting of 1st July 2025.

PR2526/19 Items deferred from the previous meeting.

It was **RECOMMENDED** to Full Council to update Financial Regulations to authorise overspends in the relevant budget heading to match additional amounts of funding received, with this to be reported to the Policy and Resources Committee.

It was **RESOLVED** to amend the Elections Reserve Fund to become an accrued revenue fund.

It was **RESOLVED** to pay the invoices from Buckinghamshire Council for the ordinary elections held in May 2025, totalling £3,716, from the Elections Fund.

PR2526/20 Finance

It was **RESOLVED** to accept and approve the 1st quarter accounts and budget monitoring report for the Council.

The end of month 4 and 5 accounts for the Council were **NOTED**.

The following reports from the Clerk regarding actions under delegated authority were **NOTED**:

- a) vires authorised under Standing Order 5.15
 - a. £720 from Office Health and Safety to Outside Spaces Health and Safety to cover the one-off cost of EICR certificates at the GPMG.
 - b. £200 from Pitchside Café Miscellaneous Purchase to Pitchside Café New Equipment to help cover the cost of a new sink.
 - c. £1000 from GPMG Maintenance and Repairs to Public Conveniences Maintenance and Repairs for additional repairs,
- b) The increase in national pay scales by 3.2% for 2025-26, which apply to all staff on national conditions and are backdated to 1st April 2025.

It was **RESOLVED** to make a further vire of £1,000 from Outside Spaces Equipment Purchase and Repairs to Public Conveniences Maintenance and Repairs for additional repairs

The Clerk reported that whilst they had hoped to have made a decision regarding the Council's accounts system it was finely balanced, as the preferred system was significantly more expensive in year 1. They sought a steer as to whether the committee would prefer to consider the matter at Full Council, or for the Clerk to go ahead under delegated authority and to add additional budget provision for year 1 costs. It was **RESOLVED** that the committee was happy for the Clerk to make the decision on the change of accounts system under delegated authority and to add additional budget provision.

PR2526/21 Village Centre Regeneration

Cllr Sommer, as Chair of the ad hoc working group on Village Centre Regeneration, spoke to the written report and meeting notes. The report was **NOTED**.

It was **RECOMMENDED** to Full Council to establish a permanent Village Centre Regeneration working group, with the Clerk to draft terms of reference in consultation with Cllr Sommer.

It was **RESOLVED** to include a budget line for village centre regeneration in the draft budget, under the P&R Committee, the sum to be confirmed in light of other priorities.

PR2526/22 Strategic priorities 2026-27

The report on the Council's strategic priorities for 2026-27 was **NOTED**.

Following discussion, it was **RESOLVED** to hold an informal meeting during the month of October to further discuss priorities and a potential strategic plan.

Cllr Kaur Ross joined the meeting during this item.

Cllr Birdi left the meeting during this item.

PR2526/23 Budget 2026-27

The report on employee pension schemes was **NOTED**. It was **NOTED** that the Council is in the process of completing re-enrolment and redeclaration to the pensions regulator. It was **RESOLVED** to budget an increase in the Employer Contribution to the Scottish Widows pensions scheme from 6% to 10% for pensionable staff from the financial year 2026-27; and **RECOMMENDED** that Full Council approve this increase.

The report on councillor allowances and expenses was **NOTED**. It was **RESOLVED** to instruct the Clerk to draft a members' allowance scheme for 2026-27 which includes allowances for travel and subsistence only, and which has regard to the recommendations on allowances for Parish and Town Councillors from the Buckinghamshire Independent Remuneration Panel.

The report on the costs and practicalities of the Parish Council applying for a Road Traffic Order (deferred to this financial year by the meeting on 19th Nov 2024) was **NOTED**. The petitions to Buckinghamshire Council regarding double yellow lines at Jennery Lane were also **NOTED**. The matter was **DEFERRED** until the next budget cycle.

It was **RESOLVED** to include budget lines for 2026-2027 for Hanging Baskets and Planters (£5,000) and Christmas Lights (£3,500), currently funded from the Land Securities High Street Improvement Fund as recommended by the Recreation and Amenities Committee.

It was **RESOLVED** to budget for 2026/27 on the basis of the updated proposals for fees and charges for the George Pitcher Memorial Ground and Burnham Park Hall, as recommended by the Recreation and Amenities and Burnham Park Management Committees respectively. It was **RECOMMENDED** to Full Council to adopt these schemes of fees and charges.

Agenda items 9avi and 9avii were moved to the end of the meeting by the Chair, to accommodate the confidential session.

The overall draft budget for the Council was **NOTED**. The feeling of the committee was that the overall shape and size of the budget was appropriate, and formed a good basis for a further draft once the end of 2nd quarter budgeting monitoring figures were available.

PR2526/25 Other recommendations from committees

It was **RESOLVED** to approve the funding of the Tree Avenue at Burnham Park, as recommended by the Recreation and Amenities Committee by a vire of revenues received from filming in Burnham to the outside spaces budget:

- i) £500 from Burnham Park Income (from park filming)
- ii) £1500 from P&R Miscellaneous Income (50% of High Street filming – shared with Bucks Council)
- iii) The £500 contingency, if needed, to come from the Outside Spaces budget.

It was **RESOLVED** to suspend Standing Order 3y to allow the meeting to be extended beyond two hours.

PR2526/26 Sustainability, ecology and climate emergency

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

PR2526/27 Policies and procedures

It was **RECOMMENDED** to Full Council to formally adopt the Council's Health and Safety policy.

It was **RESOLVED** to adopt a modified Financial Reporting Calendar, based on quarterly budget monitoring reports, with the accounts for the year up to the end of the most recent available month to be noted at each meeting. The Clerk stated that they would produce an updated calendar on this basis to be noted at the next meeting.

PR2526/28 Consultations

It was **NOTED** that the council has submitted a response a consultation from Slough Council on the draft statement of community involvement: ANON-AW8B-QB2N-5

It was **RESOLVED** to delegate authority to the Clerk in consultation with Councillor Linton to make a Council response to the Buckinghamshire Council consultation 'Your Bucks, Your Say' regarding priorities and budget, based on no further cuts to services in Burnham.

It was **RESOLVED** to delegate authority to the Clerk in consultation with Councillor Linton to respond to the Regulation 16 consultation on the Maidenhead Local Plan 2024-2039.

It was **RESOLVED** to submit a brief response to Heathrow Expansion - EIA Scoping and Consultation and Regulation 11 Notification (closes Wednesday 1st October) expressing the council's thanks for being consulted.

PR2526/28 Correspondence

The request from Burnham and District Heritage Society was **NOTED**. It was **RECOMMENDED** to Full Council that the Council formally confirm its willingness to hold assets in trust for Burnham Heritage should the organisation be dissolved until another suitable organisation is available to take them on.

PR2526/29 Further matters regarding the 2026-27 Budget

It was **RESOLVED**:

- a) 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 item included confidential commercial information (agenda item 9avi) and confidential staffing information (agenda item 9avii).
- b) to invite Councillors not on the committee to remain for this item, and to invite the Finance Manager to remain for the first item.

The confidential report on properties rented or leased by the council due to lapse during 2026 was **NOTED**. The Clerk reported that the Council's commercial estate agent had completed an inspection on the pavilion and hoped to send the report this week. It was **RESOLVED** to approve the recommendations in the confidential report.

The Finance Manager left the meeting.

The confidential report on Parish Council Staffing was **NOTED**. It was **RESOLVED** to approve the recommendations in the confidential report.

The meeting closed at 21:19
Date of next meeting: Tuesday 11th November 2025.
(2nd Budget Meeting)