

**MINUTES OF THE  
FINANCE & GENERAL PURPOSES COMMITTEE MEETING  
HELD MONDAY 15<sup>TH</sup> MARCH 2021  
6.30PM  
VIRTUAL MEETING VIA ZOOM VIDEO & TELEPHONE CONFERENCING**

This meeting was held using video and web conferencing software as permitted under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) (Amendment) Regulations 2020.

Present by video link: Cllr Mr P Williams (in the chair)  
Cllrs Mr R Flemming, Mrs D Glenville, Mrs A Hall, Mr R Hoelmer, Mr K Lynch, Mr M Hall, Mr R Mayne, Mr N Robinson & Mr B Walker

In attendance by video link: H Thomasson (Principal Officer)  
J Perry (Responsible Financial Officer & Deputy Principal Officer)

***These minutes are subject to approval at the next meeting of this Committee***

89. APOLOGIES FOR ABSENCE

There were no apologies from Members at this point.

90. MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest received from Members at this time.

91. MINUTES OF THE MEETING HELD 15<sup>TH</sup> FEBRUARY 2021

Minutes of the meeting had been circulated to all Members and were considered. Proposed by Cllr Mr Mayne, seconded by Cllr Mrs Hall, it was

RESOLVED – that the minutes of the meeting held 15<sup>th</sup> February 2021 be approved and signed by the Chairman.

92. MATTERS ARISING

92.1 Highways Parish & Community Grant – Active Travel

The Principal Officer reported that a direct funding payment of £5396.74 had been received from LCC for the approved purchase by Burbage Parish Council of 3 MVAS devices and associated brackets for 9 host poles. The remainder of the grant was being spent by LCC on our behalf for procurement of the host poles, installation of poles and associated licences.

92.2 PCIF Grant 2020/21 – Biodiversity Project

The Principal Officer reported that £3778.26 had been received from HBBC, representing the 50% matched funding from the 2020/21 PCIF application

93. PUBLIC QUESTIONS & COMMENTS

There were no members of the public present at this time.

94. WORKING PARTY & TASK AND FINISH GROUP REPORTS

94.1 Allotments

No meeting of the working party had taken place since the date of the last meeting.

94.2 Cemetery

No meeting of the working party had taken place since the date of the last meeting.

94.3 Millennium Hall Development

Whilst no meeting of the working party had taken place since the date of the last meeting, the Principal Officer reported that a drainage survey had taken place following an escalated issue with one particular toilet. A meeting of the working party was to be arranged as soon as the Principal Officer had received the written survey report from County Drains, in order to discuss any appropriate actions to be taken. It was also anticipated that further consideration be given to the water delivery system at Britannia Pavilion at the next meeting.

94.4 Remembrance

No meeting of the working party had taken place since the date of the last meeting.

94.5 Budget

No meeting of the working party had taken place since the date of the last meeting.

94.6 Open Space Development

No meeting of the working party had taken place since the date of the last meeting.

94.7 Village Signs task & finish group

No meeting of the task and finish group had taken place since the date of the last meeting.

95. HEALTH AND SAFETY SUPPORT CONTRACT EXTENSION

The Responsible Financial Officer (RFO) reported that Council's existing health and safety support contract with Ellis Whittam was due to end on 6<sup>th</sup> January 2022. A discounted early renewal offer to extend the contract for a further 5 years from this date had been received, offering a £75 reduction per annum on the current contract rate. Having consulted the Estates Officer for feedback on service quality and value provided by Ellis Whittam, the RFO further reported that the Estates Officer was more than satisfied with the existing service and in particular the support provided over the last 12 months during the pandemic. Proposed by Cllr Mr Flemming, seconded by Cllr Mrs Glenville, and agreed by all, it was

RESOLVED – the early renewal contract offer with Ellis Whittam at £1625.00 per annum for a further five year period commencing 6<sup>th</sup> January 2022 be accepted.

96. SIGNING OF LAND TRANSFER DOCUMENTS – CANBERRA WAY

The Principal Officer confirmed that the legal documents relating to the land transfer of public open space off Canberra Way to Burbage Parish Council had been received and awaited signature. Proposed by Cllr Mr Mayne, seconded by Cllr Mr Walker, and agreed by all, it was

RESOLVED – that delegation be given to Cllr Mr Flemming and Cllr Mr Williams to sign the land transfer documents on behalf of Burbage Parish Council in the witness of the Principal Officer, at their earliest convenience.

97. BURBAGE FARMERS’ MARKET

A further request had been received from Burbage Farmers’ Market for the use of Britannia Road Recreation Ground Car Park for a second event on 27<sup>th</sup> March 2021. It was reported that the event held 6<sup>th</sup> March had been a positive success and thanks to the Parish Council had been received. Due to the usual venue on the Methodist Church Car Park not being confirmed as available for the Farmers’ Market at this point, the organisers wished to have a reserve option available to ensure that the event would go ahead. Proposed by Cllr Mr Mayne, seconded by Cllr Mr Robinson, and agreed by all, it was

RESOLVED – that Burbage Farmers’ Market be offered the free of charge use of Britannia Road Recreation Ground Car Park for a final event on Saturday 27<sup>th</sup> March 2021 if they are unable to secure use of the Methodist Church Car Park.

98. FINANCIAL STATEMENTS & BUDGET REPORTS

The following reports had been circulated to all Members:

- A list of accounts paid
- A summary of receipts and payments
- Bank reconciliation with bank statements

Members raised no questions and noted the information contained in the documents, which were visibly inspected by the Chairman and would be signed by him at a later date.

There being no further business, the meeting closed at 6.56pm