



Burbage Parish Council

Clerk: clerk@burbage-pc.org.uk 01672 563718

Minutes of the Finance & Policy Committee meeting of Burbage Parish Council held on **MONDAY 27 March 2017** in the Church Centre

Joyce Turner, Clerk to the Council

Present: Cllrs Pearce (Chair), Acheson, Colling, and Lewis

- 01 **Apologies for absence** – Cllr Thornton and Cllr Chris Wheeler
- 02 Declarations of Interest and requests for dispensation. There were none.
- 03 Minutes of the last meeting of the Finance & Policy Committee, held on Monday 27th February, 2017. These were approved unanimously.

FINANCE

- 04 Matters outstanding from the last minutes and update on actions from previous meetings: None
- 05 **Correspondence:** The RFO reported that the external audit documentation has been received from Grant Thornton, and has to be completed and returned by 8th May, 2017. As this is the day of the May Parish Council meeting, it was agreed that the Committees meeting on the 24th April would be changed to an Extraordinary Parish Council meeting. The next Committees meeting will be held on Wednesday 31st May.
- 06 Councillor Pearce presented an update on the request by Natural England for a landscape appraisal for the Grafton Road site in the Neighbourhood Development Plan. Wiltshire Council have confirmed that the landscape appraisal has to be done. Therefore the proposal approved in Item 499 of the Parish Council Minutes on 13th March, to approve funding of up to £2,000 + VAT to carry out the landscape appraisal, will be implemented.

POLICY & ADMINISTRATION

- 07 Matters outstanding from those minutes and update on actions from previous meetings: None
- 08 **Correspondence:** None
- 09 Payments made since March Parish Council meeting, as a result of an authorised contract or approved expenditure:

Issue Date	Chq/ SO	Ref.	Details	VAT Excl	Total	VAT
27/03/17	100524	P255C	Burbage PCC - Hire of Church Centre Apr 16-Mar17	£378.00	£378.00	
27/03/17	100525	P256C	J Turner (Clerk) – Expenses 12/01/17 – 31/03/17	£36.00	£36.00	
			Totals	£414.00	£414.00	

- 10 **Next meeting of the F & P Committee** – **Wednesday 31st MAY 2017** in the Church Centre.
The next **Parish Council** meeting will be on **Monday 10th APRIL 2017**
An **Extraordinary Parish Council** meeting will be held on **Monday 24th APRIL 2017**

The Chairman closed the meeting at 20.14