

SOUTH BRENT PARISH COUNCIL

Minutes of the Finance Committee meeting held on 20 April 2015 at 7.30 p.m. in The Old School Centre, Totnes Road, South Brent.

Open Forum: Nothing was raised.

FC 1-4-15 Record of members present

Cllr Donald Wiseman (Chairman), Cllrs Mark Copleston, Peter Kelly, Cathie Pannell, Glyn Richards and Julia Willoughby clerk to the Council were present.

FC 2-4-15 Apologies for absence

Cllr Greg Wall has sent his apologies.

FC 3-4-15 Declarations of a pecuniary interest (and nature) with regard to items on the agenda

Cllr Glyn Richards will leave the room when the cleaner's contract and job description are discussed, she is his daughter.

FC 4-4-15 Consider the granting of dispensations

No applications.

FC 5-4-15 Public participation session with respect to items on the agenda

None.

FC 6-4-15 Confirm the minutes of the last meeting, and report on any matters arising – for information only

The minutes were confirmed and signed.

The Precept recommended by this Committee was amended by the Parish Council to include the amount reimbursed by DCC for grass cutting, as the amount was not known when the Precept request had to be made.

FC 7-4-15 Report on 2014-15 year end accounts

The clerk advised that the accounts for the year ended 31.3.15 have been balanced and checked by the independent auditor, the Committee recommends these are accepted by the Council.

The cheque for 'Roadform' did not clear in this period and could be cancelled and re-issued; noted.

When the accounts package is requested for 2015-16, the clerk suggested that new lines – with no budget amount, should be included for the Recreation Association and the Village Hall; this was agreed.

FC 8-4-15 Completion of the Annual Return 2014-15

The Committee recommends that **Section 1 of the Annual Return, as drafted by the clerk, is confirmed and signed by the Parish Council.**

Section 2 of the Annual Return questions 1-8 are all answered 'Yes'; question 9 is not applicable.

FC 9-4-15 Recommendation on funds to be transferred to Earmarked Reserves

It may be possible to transfer funds from the following budget lines: Election Costs, Station Yard car park lease and Parish Basic Allowance. This will be carried forward to the next meeting.

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FC 10-4-15 Review staff contracts

(Cllr Glyn Richards left the room while the cleaner's contract and job description were discussed.)

The Committee recommends that **no changes are required to the cleaner's and clerk's contracts.**

The cleaner is in a probationary period until 13 July 2015 and the clerk's holiday entitlement will be checked.

FC 11-4-15 Review staff job descriptions

The Committee recommends that **no changes are required to the cleaner's and clerk's job descriptions.**

FC 12-4-15 Review staff working hours

The Committee recommends that **working hours for the cleaner - 8 hours per week and the clerk - 18 hours per week do not need to be changed.**

FC 13-4-15 Review insurance cover

Insurance cover includes all items on the asset register and is up-to-date.

FC 14-4-15 Review the Parish Council grant aid policy

The Committee recommends that **at (4) the word "Normally" is included at the beginning of this section of the Grant Aid Policy, i.e.**

4. Normally only one application per financial year will be considered from an organisation.

FC 15-4-15 Arrangements for staff appraisal

The clerk will send the relevant details to Cllr Cathie Pannell who will carry out the appraisal.

FC 16-4-15 Training courses attended and future training for Councillors and staff

Training for new Councillors elected in May 2015 or as a refresher, will take place during the day at Ivybridge on 8 July, and Chairmanship training will be held on 9 June in South Brent.

FC 17-4-15 Any other relevant matters, including items for the next agenda and date of next meeting

The next meeting will take place on 15 June 2015 following a Christmas lights working group meeting.

The Chairman thanked the Committee members and the clerk for their help and advice over the years, and he was thanked for his work as 'Chancellor of the Exchequer'.

The meeting closed at 8.03 p.m.