

SOUTH BRENT PARISH COUNCIL

Minutes of the Finance Committee meeting held on 5 October 2015 at 7.30 p.m. in The Old School Centre, Totnes Road, South Brent.

FC 1-9-15 Elect a Vice Chairman for this meeting

As there are three members present and this constitutes a quorum, the Committee agreed that a Vice Chairman would not be required.

FC 2-9-15 Record of members present

Cllr Glyn Richards (Chairman), Cllrs Peter Kelly, Greg Wall and Julia Willoughby clerk to the Council were present.

FC 3-9-15 Apologies for absence

Cllrs Richard Fone and Cathie Pannell have sent apologies.

FC 4-9-15 Declarations of interest (and nature) with regard to items on the agenda

Cllr Peter Kelly declared a personal interest in item 9, insurance for the Recreation Field, as he is the Chairman of the Recreation Association; he may speak as a member of the public but not vote.

FC 5-9-15 Consider the granting of dispensations

No applications.

FC 6-9-15 Public participation session with respect to items on the agenda

None.

FC 7-9-15 Confirm the minutes of the last meeting, and report on any matters arising – for information only

The minutes were confirmed and signed.

FC 8-9-15 Preparation for submission of the Local Council Quality Award; to be addressed:

- a) An action plan for the current year responding to community engagement and setting out a timetable for action and review (Foundation award);
- b) Training policy for staff and councillors (Foundation award);
- c) Equality policy (and evidence e.g. employment documents or statements on agendas – also for H & S policy) (Quality award);
- d) Community engagement policy (Quality award).

The clerk advised that since the date for submission of completed applications for continuous accreditation had been brought forward to 1 November, she has contacted DALC for further support on the outstanding items (above). There has been no response from DALC to date, so in view of this and the time constraints, the Committee recommends that **the application for the Local Council Award Scheme will be deferred and reviewed in February 2016.**

FC 9-9-15 Consider the question of insurance for the adventure trail and skate park at Palstone Park Recreation Field

It was noted that the new lease being worked on by the solicitor between the Parish Council and the Recreation Association needs to be checked, as there is a question over

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insurance of the pavilion building; when this has been established, insurance can be considered.

FC 10-9-15 Review the financial regulations and consider amendments advised in NALC legal topic note 87

The Committee recommends: **Standing Orders 18 a) (v) and 18 c) are amended so that the amount reads £25,000 (rather than £20,000). Also, 18 f) is amended so that the amount reads £172,514 (rather than £138,893).**

Financial Regulation 11.1. b. is amended so that the amount reads £25,000 (rather than £20,000).

No other changes to the Financial Regulations are required.

FC 11-9-15 Consider digitising/storage of Council deeds and documents suitable to be archived

NALC legal topic note 40 5. States in accordance with s.227 of the Local Government Act 1972, "if a parish council requests the district council in which the parish is situated...the relevant principal authority must provide proper depositories for all the specified papers...belonging to the parish".

The Committee recommends:

- 1) The Parish Council will provide a suitable storage container for parish council deeds and documents (formerly kept by the bank);**
- 2) Historical records presently stored at the Village Hall will be stored with County Records (or similar).**
- 3) The County Archivist will be asked whether council deeds and documents can be digitised and the fee for carrying out this work.**
- 4) SHDC will be contacted regarding their duty to store parish documents.**

Cllr Peter Kelly offered to make enquiries in Exeter (2 and 3).

FC 12-9-15 Review the asset register

The clerk reported that the present leased photocopier is not included on the insurance schedule, although the company has the information. Amenities at the Recreation Field will be added in due course.

FC 13-9-15 Workplace pension arrangements and complete details for the Local Government Pension Scheme of the person appointed to determine internal disputes

The Committee recommends:

The Chairman of the Parish Council is appointed for internal dispute resolution for LGPS.

It was noted that from 6 April 2016 'Contracting out' will be abolished; this will mean an employers' increase of 3.4% of relevant earnings and employee's net pay reduce by 1.4%.

Our cleaner has not stated yet whether she is interested in arranging a pension scheme, although her earnings mean that the employer does not have to contribute.

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Also, the cleaner was on holiday recently and an invoice has been received from the person who carried out the work for 10 days, this needs to be considered in future.

There have been recent incidents of vandalism to various bus shelters, the Committee recommends the following procedure:

- a. Photographs are taken;**
- b. The Police are advised by the cleaner and the clerk;**
- c. The graffiti is painted out either by the cleaner or Mr Illman.**

FC 14-9-15 Review direct debit payments

The clerk advised regular monthly payments are made to SWW, quarterly to EDF (both for the toilet at Sanderspool Cross), Ricoh UK Ltd for photocopier lease and usage, twice yearly in February and August to PWLB. Noted.

FC 15-9-15 Review the complaints, discipline and grievance procedures

No changes are required to the complaints, discipline and grievance procedures.

FC 16-9-15 Training courses attended and future training for Councillors and staff

The clerk attended an SLCC workshop on Parliamentary Outreach on 1 October, Cllr Glyn Richards will attend the DALC AGM on 15 October. DNPA will offer training on planning issues soon, hopefully.

FC 17-9-15 Any other relevant matters, including items for the next agenda and date of next meeting

The next meeting will take place on 16 November 2015.

Replacement of the portable projector for community use will be included on the October Parish Council agenda.

The meeting closed at 8.45 p.m.