

## SOUTH BRENT PARISH COUNCIL

Minutes of the Finance Committee meeting held on 16 November 2015 at 7.30 p.m. in The Old School Centre, Totnes Road, South Brent.

FC 1-11-15 Elect a Vice Chairman for this meeting

The Vice Chairman, Cllr Peter Kelly was present.

FC 2-11-15 Record of members present

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

FC 3-11-15 Apologies for absence

None.

FC 4-11-15 Declarations of interest (and nature) with regard to items on the agenda

Cllr Glyn Richards declared a pecuniary interest in item 8, relating to the cleaner's salary (his daughter); the clerk will leave the room while her salary is considered.

FC 5-11-15 Consider the granting of dispensations

No applications.

FC 6-11-15 Public participation session with respect to items on the agenda

None.

FC 7-11-15 Confirm the minutes of the last meeting, and report on any matters arising – for information only

The minutes were confirmed and signed.

FC 8-11-15 Review salaries and make recommendations with effect from 1.4.16

The notes prepared by the clerk were utilised in considering the budget for 2016-17. *(The clerk left the room while her salary was considered.)* The Committee recommends **a 2% increase in salary is allowed for the clerk, should a further salary increase be agreed nationally**; this brings the total for salary, pension and N.I. to £18,325.

Chairmanship was passed to Cllr Peter Kelly for the following matter only: *(Cllr Glyn Richards left the room while the cleaner's salary was considered.)* the Committee agreed that **the cleaner's salary should remain at £7.50 per hour for 8 hours each week**, (including holiday replacement) £3,500 for 2016-17; **overall total for payroll £21,825.**

FC 9-11-15 Review the Parish Basic Allowance for 2016-17

The Committee recommends **the Parish Basic Allowance is available to all elected Councillors in the next financial year** (£880 for 2015-16).

FC 10-11-15 Make a recommendation on the budget and precept request for 2016-17

The Committee noted that the Support Grant (from SHDC) will probably reduce next year to around £3,370 (from 3,744 this year).

### GRASS CUTTING

Grounds maintenance (contract to 31.3.16)

3528 (net of VAT)

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St Petroc's PCC grass cutting (2014-15)	<u>616</u>
Total	4144

### INSURANCE

Fixed for a further year at £1,040, plus Station Yard and Rec. £1,500.

### ELECTION COSTS

The administrative cost for May 2015 will be £170, there is £434 in the reserves.

### SOUTH BRENT & DISTRICT CARING

The three year agreement to fund £750 p.a. - final payment January 2016. For 2016-17 this will be a nil budget line.

### LOCAL PROJECTS/GPC

**If £3,000 is included in GPC for next year this will make a total budget of £50,161 (-3370 Supp. Grant = £46,791 precept, a 1% increase)**

**The Committee recommends adding a further £3,000 to GPC** (as the Support Grant could be lower) **to future-proof the Council – total budget £53,161** (see attached draft budget).

### FC 11-11-15 Arrangements for audio recording of meetings (resolved in December 2014)

The Committee recommends **not pursuing the audio recording of Council meetings as the expenditure is not justified.**

### FC 12-11-15 Arrangements for digitising/storage of Council deeds and documents suitable to be archived

This item will be carried forward to the next Finance Committee agenda.

### FC 13-11-15 Workplace pension arrangements

The clerk advised that the cleaner is entitled to ask to join a pension scheme, but the employer does not have to contribute. The cleaner was asked (in writing) in the summer if she was interested in this option, to contact the clerk, but has not done so. On this basis **the clerk will report the relevant information to the Pensions Regulator.**

### FC 14-11-15 Review the dignity at work and lone working procedures

**No changes are required to the dignity at work or lone working procedures.**

### FC 15-11-15 Training courses attended and future training for Councillors and staff

Cllr Heidi Rice has attended a DCC Highways conference 14 Oct.; Cllr Glyn Richards attended the DALC AGM 15 Oct. and SHDC Open Space, Sport and Recreation planning training 4 Nov.; the clerk attended the South West Local Council conference on 10 November.

The Chairman will attend the DNPA Forum on 27 Nov.

### FC 16-11-15 Any other relevant matters, including items for the next agenda and date of next meeting

The next meeting will take place in the New Year.

Arrangements for digitising/storage of Council deeds and documents suitable to be archived will be included on the next agenda.

The meeting closed at 8.48 p.m.