

SOUTH BRENT PARISH COUNCIL

Minutes of the Finance Committee meeting held on 18 April 2016 at 7.30 p.m. in The Old School Centre, Totnes Road, South Brent.

FC 1-4-16 Record of members present

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

FC 2-4-16 Apologies for absence

Cllrs Richard Fone and Greg Wall sent apologies.

FC 3-4-16 Declarations of interest (and nature) with regard to items on the agenda

Cllr Glyn Richards declared a pecuniary interest in items 9 and 10, relating to the cleaner's contract (his daughter); as the meeting would not be quorate without the Chairman present, these matters will be deferred to the next Committee meeting.

The clerk will leave the room if discussions require this.

The Committee recommends from May 2016 there are 6 members of the Finance Committee (rather than 5).

FC 4-4-16 Consider the granting of dispensations

No applications.

FC 5-4-16 Public participation session with respect to items on the agenda

None.

FC 6-4-16 Confirm the minutes of the last meeting, and report on any matters arising – for information only

The minutes were confirmed and signed.

FC 7-4-16 Review Parish Council year end accounts

The accounts for the year ended 31 March 2016 have been balanced. **When the independent audit has taken place it is recommended the accounts are approved by the Council.**

(When the accounts package for 2016-17 is requested, if possible the first column of the spreadsheet with monthly expenditure will be shrunk, so that all the information is on one page.)

FC 8-4-16 Completion of Annual Return for audit

Section 1: the Committee recommends the Council agrees that 'Yes' may be ticked for all boxes, 1-8 inclusive; box 9 is not applicable to this Council.

Section 2: provided the independent audit raises no issues, the figures prepared by the clerk for Section 2 are endorsed by the Council.

FC 9-4-16 Review staff contracts

The Committee recommends **no changes are required to the Clerk's contract.**

(The cleaner will be considered at the next meeting.)

FC 10-4-16 Review job descriptions and number of hours worked

The Committee recommends **no changes are required to the Clerk's job description, or the number of hours worked.**

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(The cleaner will be considered at the next meeting.)

FC 11-4-16 Review insurance

The four bollards at the crossing point in Station Yard will be added to the insurance schedule; no other changes.

FC 12-4-16 Consider whether funds should be transferred to earmarked reserves

The Committee recommends **the following amounts are transferred to earmarked reserves:**

£200 for Office Supplies;
£4,500 for Village Improvement (from St. Yard);
£200 for Community Transport;
£1,258 (from Op. Spaces) + £1,254 (PBA) total £2,512 to Open Spaces;
£300 to election costs;
£1,500 received from the Produce Association for Seats in Wellington Square.

FC 13-4-16 Review grant aid policy

There has recently been a query regarding possible grant funding to religious organisations; this issue will be checked and this agenda item deferred to the next meeting to also take into consideration the criteria for the Community Benefit Fund.

FC 14-4-16 Arrangements for digitising/storage of Council deeds and documents suitable to be archived

SHDC cannot offer any help with storage of documents; Cllr Kelly offered to investigate having the Council deeds etc. digitised.

The planning paperwork in a cupboard at the Village Hall may all be recycled.

FC 15-4-16 Workplace pension arrangements

The clerk is dealing with this.

FC 16-4-16 Satellite broadband use and contract

This is no longer in use following damage by high winds earlier this year. Quarterly payments have ceased and there is a £20 reactivation fee (should this be required). The cost to disconnect the dish will be ascertained.

FC 17-4-16 Training courses attended and future training for Councillors and staff

Cllrs Sue Gaskin, Mandy Haley and Heidi Rice attended a Dementia Awareness training day in December.

Chairmanship training will take place in South Brent on 5 July and planning training is still anticipated from DNPA.

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 on 20 June; matters deferred this evening will be included on the agenda.

The meeting closed at 8.25 p.m.