

SOUTH BRENT PARISH COUNCIL

Minutes of the Finance Committee meeting held on 20 June 2016 at 8.00 pm in The Old School Centre, Totnes Road, South Brent.

Open Forum: nothing was raised by those present.

FC 1-6-16 Election of Chairman

Cllr Glyn Richards was proposed for the office of Chairman by Cllr Greg Wall, seconded by Cllr Peter Kelly and elected by the Committee.

FC 2-6-16 Election of Vice Chairman

Cllr Cathie Pannell was proposed for this office by Cllr Greg Wall, seconded by Cllr Peter Kelly and elected by the Committee.

FC 3-6-16 Record of members present

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

FC 4-6-16 Apologies for absence

Cllr Cathie Pannell had sent her apologies.

FC 5-6-16 Declarations of interest (and nature) with regard to items on the agenda

Cllr Glyn Richards declared a pecuniary interest in items 10 and 11, relating to the cleaner/park keeper's salary, contract and job description (his daughter) and will leave the room while these are considered.

The clerk will leave the room for item 11 (salary increase from the National Joint Council for Local Government Services) if discussions require this.

FC 6-6-16 Consider the granting of dispensations

No applications.

FC 7-6-16 Public participation session with respect to items on the agenda

None.

FC 8-6-16 Confirm the minutes of the last meeting, and report on any matters arising – for information only

Minute 11-4-16 was amended to read: The four bollards at the crossing point in Station Road will be added to the insurance schedule; the minutes were then confirmed and signed.

FC 9-6-16 Review the Committee terms of reference

The Council has agreed there should be six members of this Committee.

It was agreed that internal audits will take place at each Finance Committee meeting and if there should be fewer than four meetings in a particular year this task can be carried out at a full Council meeting.

FC 10-6-16 National Association of Local Councils 2016-18 salary award

The Committee recommends **the clerks salary increase for 2016-17 is implemented from 1 April 2016 (as recommended by NALC).**

(Cllr Glyn Richards left the room for the following two matters.) Cllr Peter Kelly was elected Vice Chairman for the next two items on the agenda.

SOUTH BRENT PARISH COUNCIL

The NALC pay scales include spinal column points 6-14 for staff other than the clerk; SCP 6 is £7.544 per hour and the cleaner/park keeper is currently paid at £7.50 per hour. The Committee recommends **the cleaner/park keeper is paid at SCP 6 £7.544 per hour from 1.4.16.**

FC 11-6-16 Review the cleaner's contract, job description and number of hours worked.  
The Committee recommends **the cleaner/park keeper's contract is amended at point 7. Pay to read 'Your pay will be subject to National Association of Local Council pay scales, as agreed by the Parish Council (SCP 6 from 1.4.16)'**.

**The job description is also amended to reflect this change.**

The clerk will meet with the cleaner/park keeper to carry out her job appraisal.

*(Cllr Glyn Richards resumed Chairmanship of the meeting.)*

FC 12-6-16 Review grant aid policy

The Department for Communities and Local Government advised in 2014 that parish councils cannot contribute towards the maintenance or improvement of (Church of England) church premises. It was also noted that the Community Benefit Fund is not available for religious purposes.

**No changes are required to the Grant Aid Policy.**

FC 13-6-16 Do the Standing Orders require any amendments?

**No changes are required to the Standing Orders.**

FC 14-6-16 Arrangements for digitising/storage of Council deeds and documents suitable to be archived

Cllr Peter Kelly is progressing this matter.

FC 15-6-16 Review the Health & Safety policy

As any national change will be notified, **the Health & Safety policy does not need to be reviewed annually, only as required.**

FC 16-6-16 Review office equipment and supplies, including PAT Testing

PAT testing will be arranged with the Chairman. No other issues.

FC 17-6-16 Workplace pension arrangements

**The clerk has submitted the information required regarding workplace pensions.**

FC 18-6-16 Training courses attended and future training for Councillors and staff

Cllr Sue Gaskin is to attend chairmanship training in early July; Cllr John Rawlinson is making enquiries regarding IT training for Councillors.

FC 19-6-16 Any other relevant matters, including items for the next agenda and date of next meeting (3 October)

Internal audit will be added to future Finance Committee agendas.

Cheque number 002886 was successfully tracked through the invoice, bank statement, minute and cheque stub.

The meeting closed at 8.58 p.m.