

## South Brent Parish Council

**Minutes of the Finance Committee** meeting held on 3<sup>rd</sup> October at 7.30 pm in the Old School Centre, Totnes Rd, South Brent.

**Open forum:** Nothing was raised.

1-10-16 **Record of Members present :**

Cllrs Glyn Richards (Chairman), Cathie Pannell, Peter Kelly, Richard Fone, George Link and Julia Willoughby clerk to the Council.

2-10-16 **Apologies:** Cllr Greg Wall has sent apologies.

3-10-16 **Declarations of interest:** None

4-10-16 **Granting of Dispensations:** None

5-10-16 **Public participation Re items on the Agenda**

No public present.

6-10-16 **Confirmation of Minutes of the last meeting and report on any matters arising**

Accepted and signed.

The park keeper/cleaner will be appraised by the clerk; PAT testing needs to be carried out again; an Internal Audit will be carried out at the next Finance Committee meeting.

7-10-16 **Conclusion of the Audit for the 2015-16 Financial year**

No issues were raised by the Auditor. The information will be posted on the PC Website.

8-10-16 **Lease of Station Yard: Insurance and other implications.**

Instruction was given by the last full Parish Council meeting to proceed with the lease arrangement. One remaining pot hole repair was reported to SHDC – but not considered significant enough to warrant any hold up to the signing of the lease. The arrow signage to the Car Park at the Western end is obscured by trees (noted). The Clerk to follow up on insurance issues.

9-10-16 **Review the existing Asset Register**

Nothing to be added to current register.

(Toll House to be added to future registers.)

Action – Replacement values to be increased from last years figures on all items

10-10-16 **Review of Financial Regulations**

Recommendation to the Parish Council: **The Financial Regulations require no amendments.**

11-10-16 **Review of Complaints, Grievance and Discipline Procedures**

Recommendation to the Parish Council: **Complaints, Grievance and Discipline Procedures no amendments are required to any of these procedures.**

12-10-16 **Arrangements for digitising / storage of Council deeds and documents suitable to be archived.**

Cllr Peter Kelly is dealing with this.

13-10-16 **Training courses attended and future training for Cllrs and staff**

A programme of IT Training will commence following a review of the IT Training needs survey returns from Councillors.

Cllr Glyn Richards attended the DALC AGM.

14-10-16 **Any other relevant matters, including items for the next agenda and date of next meeting.**

Items for the next Agenda: setting of annual Budget and Precept and an Internal Audit

The Meeting closed at 8.00 pm