

SOUTH BRENT PARISH COUNCIL

Minutes of the Finance Committee meeting held on 21 November 2016 at 7.30 pm in The Old School Centre, Totnes Road, South Brent.

Open Forum: nothing was raised by those present.

FC 1-11-16 Record of members present

Cllr Glyn Richards (Chairman), Cllrs Richard Fone, Peter Kelly, George Link, Cathie Pannell, Greg Wall; one member of the public and Julia Willoughby clerk to the Council were present.

FC 2-11-16 Apologies for absence None.

FC 3-11-16 Declarations of interest (and nature) with regard to items on the agenda

Cllr Glyn Richards declared a pecuniary interest in item 7 relating to the cleaner/park keeper's salary (his daughter) and will leave the room if this is discussed. The clerk will leave the room for item 7 if this is discussed.

FC 4-11-16 Consider the granting of dispensations No applications.

FC 5-11-16 Public participation session with respect to items on the agenda None.

FC 6-11-16 Confirm the minutes of the last meeting, and report on any matters arising – for information only

The minutes of the meeting held on 3 October 2016 were confirmed and signed; Cllr George Link was thanked for dealing with these minutes.

FC 7-11-16 Review salaries payable from 1.4.17

The clerk's salary has been paid at spinal column point 34 from 1.4.12. This is the salary scale ceiling for the clerk. The amount agreed by NALC is £15.672 per hour (for 18 hours per week) from 1.4.17 (currently £15.516 per hour).

The park keeper/cleaner is paid at SCP 6, £7.544 per hour for 8 hours per week (from 1.4.16, plus £160 per annum for locking and unlocking the play area and toilet).

SCP 7 from 1.4.17 is £7.856 per hour.

The Committee recommends **the clerk is paid at spinal column point 34 and the park keeper is paid at SCP 7 from 1.4.17 at the rates agreed by the National Association of Local Councils.**

FC 8-11-16 Consider an application to include the cost of a defibrillator/s and future maintenance within the budget and Precept

A Community Benefit Fund application was made by Dr Nutbeam for a defibrillator for this community and having contacted the Health Centre a working group has been formed consisting of Dr Nutbeam, Dr Hill, Cllrs Rawlinson and Richards and Ms P Wainwright. There are currently two funding streams available for Public Access Defibrillators (PAD) but if the applications (which will be made on behalf of the Parish Council) are not successful, **a budget line of £1,800 for 2017-18, and £500 pa afterwards will allow a PAD to be provided and maintained in this community** – recommended by the Committee.

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FC 9-11-16 Consider whether any of the key action points in the Parish Plan 2016+ should be included in the budget/ Precept for 2017-18?

Looking at the individual key action points of the Parish Plan 2016+ it was agreed there is no direct impact on the budget for 2017-18, as the Council will support the aims with other organisations, the local projects budget line and Community Benefit Fund.

FC 10-11-16 Consider a budget for 2017-18 and associated Precept request

The clerk advised it is too complicated in terms of HMRC implications for her to claim an allowance for working from home (for heating and lighting).

The attached **draft budget of £55,536 is recommended (Precept request £52,495) unless any further relevant information comes to light**; the local projects budget line will contain £1,200 to be ring-fenced for the helipad at the Recreation Field.

FC 11-11-16 Arrangements for digitising/storage of Council deeds and documents suitable to be archived

Cllr Kelly is still dealing with this.

FC 12-11-16 Review the Dignity at Work policy

Recommendation: **no changes are required to the Dignity at Work policy, in future this should be reviewed only when a change is notified.**

FC 13-11-16 Review the Lone Working policy

Recommendation: **no changes are required to the Lone Working policy, in future this should be reviewed when a change is notified, or with a change of staff.**

FC 14-11-16 Issues with the bank account this year

The clerk explained a problem arose in July 2016 when she realised a new cheque book had not been received, as usual. Enquiries with the bank revealed that a cheque book had been sent out, but was returned and destroyed by the bank and as a result statements were changed to yearly.

Although two letters have been sent to the bank for confirmation that the cheque book 002941 to 003000 was destroyed, recent advice is that such 'non-standard' letters are not issued. It has taken some months for all bank statements to be forwarded.

The Committee recommends **investigating a reserves policy and current account banking** (with DALC).

FC 15-11-16 Training courses attended and future training for Councillors and staff
IT training is being arranged locally.

FC 16-11-16 Carry out an internal audit

A successful audit of cheque number 003024 was carried out.

The Committee recommends **the retained balance in the current account is increased to £500 from £50.**

FC 17-11-16 Any other relevant matters, including items for the next agenda and date of next meeting

Bank signatories will be included on the next agenda for a meeting in the spring.
The meeting closed at 8.55 p.m.