

SOUTH BRENT PARISH COUNCIL

Minutes of the Finance Committee meeting held on at 7.30 pm in 15 April 2019 the Village Hall, Station Approach, South Brent. The chairman welcomed everyone to the meeting, particularly Katharine Griffiths, who will take over as clerk in the summer.

Open Forum: nothing was raised.

FC 1-4-19 Record of members present

Cllr Glyn Richards (Chairman), Cllrs Peter Kelly, Cathie Pannell, Heidi Rodriguez one member of the public and Julia Willoughby clerk to the Council were present.

FC 2-4-19 Apologies for absence

Cllrs Paul Astal-Stain and Ian O'Connor have sent apologies.

FC 3-4-19 Declarations of interest (and nature) with regard to items on the agenda

Cllr Glyn Richards declared a prejudicial interest in item 11, review contracts, job descriptions and hours, as his daughter is the park keeper.

FC 4-4-19 Consider the granting of dispensations

No applications.

FC 5-4-19 Public participation session with respect to items on the agenda

None.

FC 6-4-19 Confirm the minutes of the last meeting, and report on any matters arising – for information only

The minutes of the last meeting were confirmed and signed.

A review of banking arrangements will be included on the next agenda, with change of signatories and perhaps reducing the number of signatories to two (rather than three).

FC 7-4-19 Consider all relevant arrangements for the new clerk (contract, salary, pension, IT, PO Box address etc.)

Salary - The previous salary scales points have been revised to a different system from 1.4.2019. The post of clerk was advertised with a starting point salary of SCP 26, this has become SCP 19.

Mrs Griffiths currently receives a salary at SCP 19, although it will be reviewed in June. The Committee recommends **Mrs Griffiths' salary shall be co-terminus with that paid by Buckland Monachorum Parish Council.**

Contract - When the salary has been resolved by the Council, a contract of employment will be issued.

Pension- Mrs Griffiths is in the Local Government Pension Scheme and will find out the arrangements for adding a further employer to this scheme.

IT - The clerk advised the desktop computer was purchased in 2013. The Committee recommends **the clerk retains the desktop computer when she retires in August and the Council subscribes to a Microsoft Office 365 account and provides the new clerk with a laptop. The photocopier will be re-located for Mrs Griffiths.**

The P.O Box address arrangement will remain; the clerk will arrange re-direction from an agreed date.

Phone - The Committee recommends **a possible VOIP internet phone with an 01364 number specific to SBPC, depending on investigations into feasibility by Mrs Griffiths.**

FC 8-4-19 Review the accounts for the year ended 31 March 2019

The clerk carried out a quarterly bank reconciliation to 31 December 2018, which was 70p adrift.

The anomaly for the accounts to the year end 31 March 2019 is 16p; the Committee recommends **subject to independent audit, the accounts to 31 March 2019 are adopted by the Council.**

FC 9-4-19 Completion of the Annual Return

The Committee recommends **subject to the independent audit, the Annual Return is completed as follows:**

Section 1 – Box 1-8 ‘Yes’, Box 9 – N/A.

It was noted a risk assessment of taking on the toilets in Stockbridge Lane and future re-surfacing and other costs at the Station Yard will be considered in June.

Section 2 – this will be completed as drafted by the clerk, including revised asset figures for 2017-18 and 2018-19.

FC 10-4-19 Audit arrangements

The clerk advised the notification of public rights will be made within the correct timescale and the independent audit will take place during week commencing 13 May.

FC 11-4-19 Review contracts, job descriptions and hours

The Committee recommends **The cleaner’s (park keeper’s) contract and job description will be amended to show a salary**

“within the new spinal column points 1-5 (revised from 1 April 2019, SLCC)”.

The contract is amended at 12 to state:

“The organisation does have a pension scheme, to which you have opted out.”

The contract at 19 to add:

“Please refer to the General Privacy Notice and Privacy Notice for Staff dated October 2018, found on the PC website.”

The following is added:

“Subject to satisfactory performance, you will progress automatically through the salary scale by annual increments until you reach the maximum of the scale. Increments will be payable on the 1st April each year until you reach the maximum of the scale. The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual review, or award an additional increment for exemplary performance if it chooses to do so.”

The review date will then be changed and the contract re-signed. There is no change to the park keeper’s hours of employment.

The clerk's job description was reviewed before the post was advertised and is up-to-date.

The Committee recommends **The clerk's contract is amended as follows:**

6.1 "Your salary is in accordance with the current NJC LC2 range of SCP 19-28 (SCP 28 being the maximum)"

15.4 Add "Subject to clause 16 below".

There is no change to the clerk's hours of employment.

FC 12-4-19 Review insurance cover (email) including renewal information required.

The insurance schedule was checked; the Committee recommends **the current insurance policy meets the needs of the Parish Council.**

The Treasurer of the Recreation Association has sent on details of the construction of the pavilion and the Toll House is of standard construction (stone and slate) for the insurance renewal information.

FC 13-4-19 Review the grant aid policy

The Committee recommends **the grant aid policy requires no changes.**

FC 14-4-19 Consider paying the Information Commissioner and business rates for the Toll House (to SHDC) by direct debit

The Committee recommends **future payment to the Information Commissioner and business rates for the Toll House (to SHDC) is made by direct debit.**

FC 15-4-19 Training courses attended and future training for Councillors and staff

New Councillor training will need to be considered.

FC 16-4-19 Carry out an internal audit

Cheque number 003461 was traced through the cheque stub, invoice, minutes and bank statement.

FC 14-11-18 Any other relevant matters, including items for the next agenda and date of next meeting

The Chairman was offered a vote of thanks for all his efforts in this post.

The next meeting will be on 17 June 2019.

The meeting closed at 9.28 pm.