

## SOUTH BRENT PARISH COUNCIL

Minutes of the Finance Committee meeting held on at 7.30 pm on 30<sup>th</sup> September 2019 at the Old School Community Centre, South Brent. The Chairman welcomed everyone to the meeting.

Open Forum: nothing was raised.

### FC 1-9-19 Record of members present

Cllr Rachel Rafiqi (Chairman), Cllrs Peter Kelly, Ian O'Connor, Cathie Pannell, and Katharine Griffiths clerk to the Council were present.

### FC 2-9-19 Apologies for absence

Cllr Glyn Richards.

### FC 3-9-19 Declarations of interest (and nature) with regard to items on the agenda

None.

### FC 4-9-19 Consider the granting of dispensations

No applications.

### FC 5-9-19 Public participation session with respect to items on the agenda

No Items.

### FC 6-9-19 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.

Regarding minute: FC 10-6-19, it was considered that a sickness policy was required.

### FC 7-9-19 Review the Committee terms of reference

The Committee recommends the following amendment to the terms of reference:

Under 5. To consider adding the Sickness Policy once it has been approved.

To add the following: "Consideration shall be given to the Environmental and Climate Emergency declaration when decision making, as far as possible within the remit of the committee"

### FC 8-9-19 External audit report for 2018/19.

The audit report was received and accepted and has been published on the website as required.

### FC 9-9-19 Review of banking arrangements

i) To consider reducing the number of signatories to two rather than three.

This was agreed by the committee and the necessary paperwork signed.

ii) To consider increasing the number of people that are signatories.

This item was carried forward to the next meeting.

iii) To consider internet banking provisions for the clerk.

This was agreed by the committee and the necessary paperwork signed.

### FC 10-9-19 Review the Risk Register

This committee recommends no changes are required to the Risk Register.

FC 11-9-19 Review Standing Orders and consider any amendments none have been notified

The Committee recommends no changes are required to the Standing Orders.

FC 12-9-19 Review office equipment and supplies

The clerk suggested to the committee that the requirements of the photocopier were reviewed. It was agreed that the usage would be reviewed in 6 months.

Consideration were given to an Office 365 account. Costs will be obtained for the next meeting.

FC 13-9-19 To consider possible new funding streams required for 2020/2021.

- i) Consideration will need to be given as to the required funding for dealing with Ash Die Back, the cost over time could be considerable with no funding available. Potential costs will be obtained for the next meeting.
- ii) The Cleaning of Stockbridge lane toilets needs to be considered.
- iii) The Health Towns Agenda may require some funding for items such as weed control and active Travel.

Costs for all of these will need to be provided at the next meeting for consideration for inclusion in the precept request.

FC 14-9-19 Training courses attended and future training for Councillors and staff

DALC are running regular courses and councillors will be asked if they wish to attend a specific one.

FC 15-9-19 Carry out an internal audit

Cheque number 003551 was successfully traced through the cheque stub, invoice, minutes and bank statement.

FC 16-9-19 Any other relevant matters, including items for the next agenda and date of next meeting

The next meeting will be on 18<sup>th</sup> November 2019.

The meeting closed at 8.30 pm.