

SOUTH BRENT PARISH COUNCIL

Minutes of the Finance Committee meeting held on at 7.30 pm on 18th November 2019 at the Old School Community Centre, South Brent. The Chairman welcomed everyone to the meeting.

Open Forum: nothing was raised.

FC 1-11-19 Record of members present

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

FC 2-11-19 Apologies for absence

Cllr Paul Astal-Stain

FC 3-11-19 Declarations of interest (and nature) with regard to items on the agenda

Cllr Glyn Richards declared a personal interest in item 8.

FC 4-11-19 Consider the granting of dispensations

No applications.

FC 5-11-19 Public participation session with respect to items on the agenda

No Items.

FC 6-11-19 Confirm the minutes of the last meeting, and report on any matters arising – for information only

Two points to note: 1) Review of Office Equipment FC.12-09-19 Further options will be considered as well as Office 365.

2)Health Towns FC 13-09-19 the cost for funding the parking spaces at Station Yard would be in the region of £600.

The minutes of the last meeting were confirmed and signed.

FC 7-11-19 Review of banking arrangements

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

If Councillors that are not signatories could forward the required information to the Clerk then hopefully signatories can be added electronically.

FC 8-11-19 Review Salaries payable from 1 April 2020.

The NJC pay scales for the Park Keeper and the Clerk were reviewed. It was proposed by Cllr Cathie Pannell, seconded by Cllr Ian O'Conner and agreed by the committee that it would be **RECOMMENDED** to council that one increment would be applied from the 1st April 2020 to the Park Keeper and Clerk's salary.

A discussion was held around employing someone to manage the parish pavements, this would involve leaf and weed removal.

It is **RECOMMENDED** to the council that consideration is given to employing someone to manage pavements, by way of weed control and sweeping leaves. The employment would be for 10 hours per week and would require a budget of approximately £5700 p.a.

FC 9-11-19 Review the Personal Basic Allowance availability from 1 April 2020

It is **RECOMMENDED** that the Personal Basic Allowance is available to all elected Councillors for 2020 -2021.

FC 10-11-19 Produce a draft Budget and Precept request for recommendation to the Council.

An overview of the budget was presented to the committee.

The Media committee has requested a budget of £2000 – no change.

The Land and Estates Committee has requested a budget of £5000 after a short discussion this was increased to £6000.

Appendix A shows a breakdown of the budget.

The Committee **RECOMMENDS** a draft budget of £72,150 (plus support grant of £1200) to the council, for note the budget request for 2019-20 was £67,079. The precept request is to be submitted by 1 February.

FC 11-11-19 Carry out an internal audit

Cheque number 003545 was successfully traced through the cheque stub, invoice, minutes and bank statement.

FC 12-11-19 Any other relevant matters, including items for the next agenda and date of next meeting

The next meeting 20th April 2020. (TBC)

The meeting closed at 9.10 pm.