

SOUTH BRENT PARISH COUNCIL

Minutes of the Finance Committee meeting held on 19th April 2010 at 7.30 p.m. in the Craft Room at The Old School Centre, Totnes Road, South Brent.

Open Forum: There were no members of the public present.

FC 1-4-10 Record of members present

Cllrs Mark Copleston, Jill Elms, Cathie Pannell and Donald Wiseman (Chairman) were present.

Julia Willoughby clerk to the Council was in attendance.

FC 2-4-10 Apologies for absence

Apologies had been received from Cllr Glyn Richards.

FC 3-4-10 Declarations of interest (nature and extent) with regard to items on the agenda

None declared.

FC 4-4-10 Public participation session with respect to items on the agenda

None.

FC 5-4-10 Confirm the minutes of the last meeting (attached), and report on any matters arising – for information only

The minutes were confirmed and signed.

FC 6-4-10 Consider any amendments to the revised Standing Orders 2010 (attached)

The following amendments to the latest Model Standing Orders are recommended to the Parish Council:

1 Meetings

(e) To READ ‘The period of time which is designated for public participation in accordance with standing order 1 (d) above shall not exceed 15 minutes.’

(f) ‘each member of the public...shall not speak for more than 5 minutes’.

(j) Delete first sentence.

(u) Omit (apologies approved by resolution).

(z) Meetings shall not exceed a period of 3 hours.

2 Ordinary Council meetings

(e) Omit.

(k) ADD (to be delegated to Committees if appropriate, for a recommendation to be made to the Council.)

3 Proper Officer

(b) (i) Delete second option.

(b) (iii) 7 days.

(b) (xiii) Delete first option.

(b) (xvi) TO READ 'Refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman of the Planning committee within 2 working days...before the next ordinary meeting of the Planning committee'.

(b) (xvii) Delete.

4 Motions requiring written notice

(a) 7 clear days.

(c) 7 clear days.

5 Motions not requiring written notice

(a) (xvi) Delete first option.

(a) (xvii) Delete.

6 Rules of debate

(m) 3 minutes.

7 Code of conduct

Delete Code of conduct (Wales).

8 Questions

(a) 7 clear days.

11 Rescission of previous resolutions

(a) '...names of 3 councillors...'

14 Execution and sealing of legal deeds

(b) Delete first option.

15 Committees

(a) (iv) '...10 working days before the meeting...'

17 Extraordinary meetings

(d) 'If the Chairman of a committee (or sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested to do so by 2 councillors, those 2 councillors may convene an extraordinary meeting of a committee (or sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 2 councillors.'

20 Estimates/precepts

(a) 'The Council shall approve written estimates for the coming financial year at its meeting before the end of November.'

(b) 'Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year not later than October.'

24 Confidential business

(a) Omit 'Wales: and employees'.

26 Matters affecting council employees

(a,b,c,d and e) insert 'Finance committee'.

(j) Omit the second option.

27 Freedom of Information Act 2000

(b) '...the chairman of the Media committee...'

29 Liaison with District and County or Unitary Councillors

(a) &(b) Delete 'in Wales: County Borough and County Council'

30 Financial matters

(a) (v) '....value of less than £20,000.'

(b) 'Any proposed contract...with an estimated value in excess of £20,000..'

31 Allegations of breaches of the code of conduct

(a, b, d, e, f) 'the Finance committee'.

FC 7-4-10 Consider an alternative insurance quotation (attached, with existing)
Full details of the renewal quote from Allianz/AON from 1.6.10 £1,503.67 were compared to a quote from Came & Company – Parish Council Insurance from 1.6.10 £1,184.07 for improved cover; the Committee recommends that **the Parish Council takes up the quote from Came & Company (Aviva) from 1.6.10.**

FC 8-4-10 Review the clerk's job description (attached)

The Committee recommends **the following addition to the clerk's job description:**
5. ADD 'and working Groups as seen fit'.

FC 9-4-10 Consider a framework for Finance Committee meetings through the year, ensuring an even spread of business (available at the meeting)

The Chairman has set out a formula to spread the work of the Committee over four meetings through the year which will be put into practice – but will not limit the work of the Committee.

FC 10-4-10 Draft Parish Council accounts for the year ended 31st March 2010 (available at the meeting).

In future the list of monthly payments 'Accounts for payment' will be marked 'Confidential'.

The draft accounts for the year ended 31.3.10 were available at the meeting, these will be audited by the independent auditor before the next Parish Council meeting. There are no significant matters to note at present.

FC 11-4-10 Consider a recommendation for transfer of funds to Earmarked Reserves

It is recommended that **the funds raised for Christmas lights (£1246) are transferred to the Earmarked Reserves account.**

FC 12-4-10 Any other relevant matters, including items for the next agenda

The next meeting will be held on 7th June 2010 for completion of the Annual Return.

The meeting closed at 9.10 p.m.