

SOUTH BRENT PARISH COUNCIL

Minutes of the Finance Committee meeting held on 15 June 2015 at 8.00 p.m. in The Old School Centre, Totnes Road, South Brent.

FC 1-6-15 Election of Chairman

Cllr Glyn Richards was proposed as Chairman by Cllr Peter Kelly, seconded by Cllr Cathie Pannell and agreed by the Committee.

FC 2-6-15 Election of Vice Chairman

Cllr Peter Kelly was proposed as Vice Chairman by Cllr Glyn Richards, seconded by Cllr Richard Fone and agreed by the Committee.

FC 3-6-15 Record of members present

Cllr Glyn Richards (Chairman), Cllrs Richard Fone, Peter Kelly, Cathie Pannell, and Julia Willoughby clerk to the Council were present.

FC 4-6-15 Apologies for absence

Cllr Greg Wall has sent his apologies.

FC 5-6-15 Declarations of interest (and nature) with regard to items on the agenda

Cllrs Richard Fone and Peter Kelly declared a personal interest in item 12, the question of insurance for the Recreation Field, as they are both members of the Recreation Association; they may speak as members of the public but not vote.

FC 6-6-15 Consider the granting of dispensations

No applications.

FC 7-6-15 Public participation session with respect to items on the agenda

None.

FC 8-6-15 Confirm the minutes of the last meeting, and report on any matters arising – for information only

The minutes were confirmed and signed.

The clerk advised that the calculation for her holiday entitlement is 936 (hours p.a.) x 10.8% = 101.88 hours paid holiday entitlement or 5.6 weeks.

Cllr Cathie Pannell has carried out the clerk's appraisal.

FC 9-6-15 Review the Committee terms of reference

No changes are required to the Committee terms of reference.

FC 10-6-15 Report on 2014-15 year end accounts

The clerk advised that £442 needed to be transferred from Local Projects to Community Benefit Fund, as the payment of £750 made to South Brent & District Caring in January was from both budget lines. (There is no change to the overall totals.)

FC 11-6-15 Recommendation on funds to be transferred to Earmarked Reserves

The Committee recommends that **£225 is transferred to Earmarked reserves for election expenses (not spent in 2014-15) and £4,500 unspent for the Station Yard lease is transferred to Earmarked reserves for Open Spaces (to avoid an overspend this year)**.

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FC 12-6-15 Consider the question of insurance for the Recreation Field
(*RF and PK may speak as members of the public but not vote.*)

The Treasurer of the Recreation Association has written to advise that insurance costs before and after the adventure trail installation and skate park refurbishments show an increase of £1,606 for 2015.

The Chairman stated that he considers the Parish Council has a moral obligation to pay this. The Committee suggests that **the Parish Council considers granting £1,606 to the Recreation Association towards insurance costs from Open Spaces earmarked reserves (see above) and the Parish Council investigates adding the adventure trail and skate park to the Council insurance policy.**

FC 13-6-15 Review the Parish Council standing orders

The Committee recommends that **Standing Order 5 e) has either the Chairman of the Planning Committee or all Chairmen added** (to serve no more than 4 consecutive years).

FC 14-6-15 Review office equipment and supplies

The clerk explained that since 30 March she has not had satellite broadband as the wind blew the dish offline. Moortek installed the system but have not responded to requests to realign the dish and the supplier would charge £99 to carry out this work. The Committee recommends that **a letter is sent to Moortek giving them seven days to realign the satellite broadband or the supplier will carry out the repair at their (Moortek's) cost.**

FC 15-6-15 Storage of Council deeds and documents suitable to be archived

The clerk explained that the Parish Council deeds are in a suitcase which is not fit for purpose and need to be in a fireproof/damp proof box. The Committee recommends that **all Parish Council minutes, accounts and deeds are digitised professionally and the documents stored either with the DCC archive or at a document storage depot.**

The Parish Council hires two cupboards at the Village Hall, one for planning documents which the Chairman of the Planning Committee does not use, this needs to be investigated.

FC 16-6-15 Training courses attended and future training for Councillors and staff

Five Councillors are booked on to the new Councillor/refresher training at Ivybridge on 8 July.

FC 17-6-15 Any other relevant matters, including items for the next agenda and date of next meeting

The next meeting will take place on 5 October 2015 (not as listed on the calendar of meetings).

The meeting closed at 8.58 p.m.