

SOUTH BRENT PARISH COUNCIL

Minutes of the Finance Committee meeting held on 16 April 2018 at 7.30 pm in The Old School Centre, Totnes Road, South Brent.

Open Forum: nothing was raised by those present.

FC 1-4-18 Record of members present

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

FC 2-4-18 Apologies for absence

Cllr Greg Wall has sent apologies.

FC 3-4-18 Declarations of interest (and nature) with regard to items on the agenda

Cllr Glyn Richards declared a pecuniary interest in item 12, Review contracts and job descriptions, as his daughter is employed by the Council as the park keeper. The clerk declared a pecuniary interest in the same item.

FC 4-4-18 Consider the granting of dispensations

No applications.

FC 5-4-18 Public participation session with respect to items on the agenda

None.

FC 6-4-18 Confirm the minutes of the last meeting, and report on any matters arising – for information only

The minutes of the meeting held on 20 November 2017 were confirmed and signed. The clerk advised increased salary scales have not yet been confirmed.

FC 7-4-18 Membership of the Committee and bank signatories

The Committee recommends that from the Annual Parish Council meeting in May, **all six members of the Finance Committee are bank signatories.**

FC 8-4-18 Review Parish Council year-end accounts (if available)

The accounts were available and receipts and payments balanced, although the bank reconciliation was £0.54 out. The auditor will be asked if there is a *de minimis* amount for reconciling the accounts. The clerk was thanked for her efforts.

It was noted that the sum of £103 remains in the Chairman's Allowance and the Annual Parish Dinner, when the guests' meals are paid from this budget line, will take place in early May.

The Committee recommends, **subject to any notes from the independent auditor, the accounts for 2017-18 are signed by the Chairman of the Parish Council.**

FC 9-4-18 Audit arrangements and completion of Annual Return

It was noted the emergency helipad was provided under the General Power of Competence, although this did not appear in the Minutes.

The Asset Register will be changed over to the accepted practise of using the purchase cost of an item, rather than the insurance value (increasing year on year).

Section 1 the Annual Governance Statement 2017-18: the Committee recommends subject to any notes from the independent auditor, points 1-8 are all a 'Yes'

response, 9 Not Applicable and the Annual Governance Statement 2017-18 is approved by the Parish Council.

Section 2 the Accounting Statements 2017-18: the Committee recommends, subject to any notes from the independent auditor, **Section 2 as completed by the clerk, the Accounting Statements 2017-18 is approved by the Parish Council.**

(Cllr Peter Kelly offered to collect all the information from Tavistock on 9 May, otherwise a time extension would be required (next available date 1 June).)

FC 10-4-18 Review internal control effectiveness (safeguarding public money and resources)

(to be included on the agenda for 21 May before the Annual Governance Statement 2017-18)

Review internal control effectiveness - the Committee recommends that due to the following procedures being in place, existing internal controls are effective:

- **Standing orders and financial regulations;**
- **The Responsible Financial Officer is responsible for proper control of the finance;**
- **Cheques are signed by three Councillors;**
- **Any changes to bank signatories will be authorised by the Council;**
- **Risk assessment and training are considered**

FC 11-4-18 Consider the use of internet banking by the Council

The Committee recommends **the clerk is authorised to investigate on-line banking and as a first step establish on-line access to the Parish Council account/s.**

The question of a possible Council Debit card, to a maximum of £500 will be included on the next Finance Committee agenda.

FC 12-4-18 Review contracts and job descriptions

The clerk has not been advised of any necessary changes to the contract or job description; recommendation **no changes are required to the clerk's contract or job description.**

Chairmanship of the meeting was handed to Cllr Pannell, Vice Chairman.

(Cllr Richards left the room while the next matter was discussed.)

The Committee recommends **the park keeper's contract and job description are amended to update the salary payable from 1 April 2018.**

FC 13-4-18 Review insurance cover

The pavilion at Palstone Park will be added from 1 June 2018; the new granite trough donated for Wellington Square will also be included.

FC 14-4-18 Review the grant aid policy

Recommendation **no changes are required to the grant aid policy.**

FC 15-4-18 Arrangements for the clerk's retirement

The clerk plans to retire in August 2019. The Committee recommends an appointment should be considered from 1 April 2019, to allow for transition and to include the end of the financial year and the election period.

FC 16-4-18 Should the Parish Council purchase a scanner?

The clerk will check whether the leased photocopier will scan to pdf.

FC 17-4-18 Training courses attended and future training for Councillors and staff
Cllrs Power and Fennessy will attend the new councillor course in May and Cllr Astal-Stain will attend in June.

The clerk attended GDPR training on 13 March.

FC 18-4-18 Carry out an internal audit

This was done following the November Parish Council meeting (cheque 003197) the bank statement including this payment was available and signed.

Cheque number 003308 was checked against the invoice, minute, cheque stub and bank statement – all satisfactory.

FC 19-4-18 Any other relevant matters, including items for the next agenda and date of next meeting

The next meeting will be on 18 June 2018, the agenda will include Council Debit card and scanner.

The meeting closed at 8.46 pm.