

## SOUTH BRENT PARISH COUNCIL

Minutes of the Finance Committee meeting held on 18 June 2018 at 7.30 pm in The Old School Centre, Totnes Road, South Brent.

Open Forum: nothing was raised.

### FC 1-6-18 Election of Chairman

The Committee agreed the existing Chairman should remain for this evening, this item will be deferred to the next agenda.

### FC 2-6-18 Election of Vice Chairman

This item will also be deferred to the next agenda.

### FC 3-6-18 Record of members present

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

### FC 4-6-18 Apologies for absence

Cllrs Astal-Stain and Kelly have sent apologies.

### FC 5-6-18 Declarations of interest (and nature) with regard to items on the agenda

None.

### FC 6-6-18 Consider the granting of dispensations

No applications.

### FC 7-6-18 Public participation session with respect to items on the agenda

None.

### FC 8-6-18 Confirm the minutes of the last meeting, and report on any matters arising – for information only

The minutes of the meeting held on 16 April 2018 were confirmed and signed.

### FC 9-6-18 Review of the Committee terms of reference

The Committee recommends **the terms of reference state:**

- 1. Committee to comprise a minimum of 6 members.**

Staff appraisals will need to be carried out.

### FC 10-6-18 Membership of the Committee and bank signatories

Cllr Wall may continue to serve on the Committee and/or remain a bank signatory.

### FC 11-6-18 Independent audit report and external audit

**The only matter raised in the Internal Audit was that quarterly bank reconciliations should be carried out and minuted.**

The clerk has advertised the external audit and availability of the accounts and submitted the details required.

### FC 12-6-18 Consider the possible transfer of earmarked reserves

The Committee recommends **the following funds are transferred to earmarked reserves:**

Payments:

<b>Office supplies</b>	£1,000
<b>Local projects</b>	£1,000 (could be used for repairs to the adventure trail);
<b>Community transport</b>	£500 (South Brent & District Caring are to apply for a grant);
<b>PBA</b>	£900 (could be used for the Remembrance Service booklets)
<b>Meetings/training</b>	£180
<b>Election costs</b>	£100
<b>Chairman's allowance</b>	£103
<b>Defibrillators</b>	£1,091

Receipts:

<b>Network Rail</b>	£1,000 to Station Yard
<b>SB Action Group</b>	£2170 for Toll House
<b>Cavanna</b>	<u>£5,000</u> for Recreation Field
<b>Total</b>	£13,044

FC 13-6-18 Progress with internet banking

The clerk advised she is able to view to all the Parish Council accounts online. When a further form is submitted with the revised bank signatories it will be possible to move towards internet banking.

FC 14-6-18 Consider a possible Council Debit card, to a maximum of £500

The Committee recommends **an application is made for a Council Debit card, to a maximum of £500, held by the clerk.**

FC 15-6-18 Consider adopting the latest Model Standing Orders 2018

The Committee recommends **the Model Standing Orders 2018 are adopted by the Parish Council.**

FC 16-6-18 A structural survey of Toll House has not yet been carried out

A local surveyor will be contacted.

FC 17-6-18 Arrangements for the clerk's retirement.

At the next Finance Committee meeting the details of advertising the post will be finalised.

FC 18-6-18 Should the Parish Council purchase a scanner?

It may well be that the photocopier will scan to pdf; Ricoh has been contacted.

FC 19-6-18 Training courses attended and future training for Councillors and staff

Cllr Astal-Stain is due to attend training on 26 June. Cllr Rodriguez suggested training on financial matters would be useful and looking ahead to the elections in 2019 there may be a case for training for the whole Council and clerk.

FC 20-6-18 Carry out an internal audit

Cheque number 003344 was traced through the cheque stub, invoice, minute and bank statement.

FC 21-6-18 Any other relevant matters, including items for the next agenda and date of next meeting (1 October)      None. The meeting closed at 8.42 pm.