

## SOUTH BRENT PARISH COUNCIL

Minutes of the Finance Committee meeting held on 1 October 2018 at 7.30 pm in The Old School Centre, Totnes Road, South Brent.

Open Forum: nothing was raised.

### FC 1-10-18 Election of Chairman

Cllr Glyn Richards was proposed for the office of Chairman of the Committee by Cllr Peter Kelly, seconded by Cllr Paul Astal-Stain and elected by the Committee.

### FC 2-10-18 Election of Vice Chairman

Cllr Heidi Rodriguez was proposed as Vice Chairman of the Committee by Cllr Glyn Richards, seconded by Cllr Cathie Pannell and agreed by the Committee.

### FC 3-10-18 Record of members present

Cllr Glyn Richards (Chairman), Cllrs Paul Astal-Stain, Peter Kelly, Ian O'Connor, Cathie Pannell, Heidi Rodriguez and Julia Willoughby clerk to the Council were present.

### FC 4-10-18 Apologies for absence

None.

### FC 5-10-18 Declarations of interest (and nature) with regard to items on the agenda

None.

### FC 6-10-18 Consider the granting of dispensations

No applications.

### FC 7-10-18 Public participation session with respect to items on the agenda

None.

### FC 8-10-18 Confirm the minutes of the last meeting, and report on any matters arising – for information only

The minutes of the meeting held on 18 June 2018 were confirmed and signed. An application for a debit card has been requested.

### FC 9-10-18

**Section 3 (External audit report) of the Annual Governance and Accountability Return for 2017-18 brought forward no matters to report to the Council;** the clerk was commended on this achievement.

### FC 10-10-18 Arrangements for advertising the clerk's post

The clerk had obtained draft job adverts, an application form and recruitment questions from the Devon Association of Local Councils (DALC) website. The Committee recommends **the first DALC job advert is used, also requesting a CV and two referees, advertising the post from 1 November 2018 in the village, also with DALC and in the Ivybridge Gazette.**

**Interviews will take place in mid-late January, with the post being offered from 1 April, depending on experience.** (This would then cover the work involved in the end of year accounts and an election.)

The interview panel will comprise: Cllrs Kelly, O'Connor, Pannell and Richards and the clerk and each candidate will be asked the same questions (e.g. working from home).

FC 11-10-18 Review the asset register

A picnic table at the Old School Centre could go back to the play area following installation of the new equipment.

The Committee recommends **the Vehicle Activated Signs and tablet will be included on the asset register, as will the fourth trough in Wellington Square and** enquiries will be made about insurance of **the defibrillators** and are to be included on the asset register too.

The clerk will restructure the asset register to show insurance values separately. The computer used by the clerk should be replaced in 2019, possibly with a laptop.

FC 12-10-18 Consider changing the photocopier which has been leased for five years

The Committee recommends **a colour photocopier which also scans to email could be leased for the same quarterly charge (£42) with a low print cost is accepted by the Council.**

FC 13-10-18 Review the complaints, grievance and discipline procedures

There have been no changes notified; the Committee recommends **no changes are required to the complaints, grievance and discipline procedures.**

FC 14-10-18 Review Financial Regulations

No changes have been notified; the Committee recommends **no changes are required to the Financial Regulations.**

FC 15-10-18 Review the Risk Register

The Committee reviewed this document; the Committee recommends **no changes are required to the Risk Register.**

FC 16-10-18 Details required for bank signatories

It was noted that R Fone needs to be removed from the bank signatories. The Committee recommends that **Cllr Wall remains a bank signatory**, with Councillors Kelly, Pannell and Richards; **Cllrs Astal-Stain, O'Connor and Rodriguez are added as bank signatories.**

FC 17-10-18 Training courses attended and future training for Councillors and staff

Three Councillors are to attend the DALC AGM on 3 October; Cllrs Astal-Stain and O'Connor are booked in for new councillor training on 17 October and Cllr Rodriguez may be available for Finance training on 30 October.

FC 18-10-18 Carry out an internal audit

Cheque number 003383 was traced through the cheque stub, invoice, minutes and bank statement.

It was noted that the clerk had successfully carried out a bank reconciliation to 30 June 2018 and will shortly do so for 30 September.

FC 21-6-18 Any other relevant matters, including items for the next agenda and date of next meeting

The next meeting on 19 November will be to consider the budget for 2019-20.

The meeting closed at 8.25 pm.