

SOUTH BRENT PARISH COUNCIL

Minutes of the Finance Committee meeting held on 19 November 2018 at 7.30 pm in The Old School Centre, Totnes Road, South Brent.

Open Forum: nothing was raised.

FC 1-11-18 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 2-11-18 Apologies for absence None.

FC 3-11-18 Declarations of interest (and nature) with regard to items on the agenda

Cllr Glyn Richards declared a prejudicial interest in item 8. salaries payable from 1 April 2019, as his daughter is the park keeper; the clerk declared a pecuniary interest in the same item.

FC 4-11-18 Consider the granting of dispensations

No applications.

FC 5-11-18 Public participation session with respect to items on the agenda

None.

FC 6-11-18 Confirm the minutes of the last meeting, and report on any matters arising – for information only

The minutes of the meeting held on 1 October 2018 were confirmed and signed. The new colour photocopier has arrived; in order to scan to email it has to be connected to the router and this can be done through the electric circuit for example. The two options suggested by Ricoh will be investigated, the equipment will cost around £25.

FC 7-11-18 Recruitment arrangements for the clerk's post

The application pack has been circulated to the members of the interview panel; the questions will need to be considered as will timing and whether to shortlist. The clerk reported that five application packs have been issued so far.

After the closing date the clerk will advise the interview panel of the number of applications received so that a decision can be made on shortlisting etc.

FC 8-11-18 Review salaries payable from 1 April 2019

The clerk had prepared figures based on a small increase in both salaries. The UK Living Wage outside London was set at £9.00 per hour on 5 November. Chairmanship of the meeting was passed to Cllr Heidi Rodriguez, Vice Chairman. *(Cllr Glyn Richards left the room while the park keeper's salary was discussed.)*

Park keeper – paid at £9 per hour, over 56 weeks (to include holiday replacement) + 160 honorarium = £4,192. The UK Living Wage is announced at the beginning of November each year, with implementation as soon as possible and before 1 May of the following year; the Committee recommends **the Parish Council should decide from which date the park keeper's salary is increased (November 2018 or 1 April 2019).**

The clerk's salary remains at SCP 34; overall Payroll total **£23,824.**

FC 9-11-18 Review the Personal Basic Allowance availability from 1 April 2019
The Committee recommends **the Personal Basic Allowance is available to all elected Councillors for 2019-20** (current rate £126.25 each).

FC 10-11-18 Produce a draft Budget and Precept request for recommendation to the Council

An overview of the budget and Precept was given to the Committee.
The Chairman advised, in addition to **£4,500** (£4-6,000) for **Stockbridge Lane toilets**, **£4,000** also needs to be budgeted for the salary of the **new clerk (April to July)**.

Water and business **rates for the toilet** in 2018-19 are £246+£885=**£1,131** (check when toilets are zero rated for business rates – JW).

The election in 2019 will probably be invoiced for payment in 2020-21 (as previously).

The Committee recommends a draft budget of £67,079 to the Council.

FC 11-11-18 Update on communications with the bank

The clerk reported that on 5 November, the bank wrote to advise that two cheques had not been honoured, as there were insufficient funds. For over 20 years there has been a 'sweep' system in place, when the cheques are drawn down from the current account, the corresponding amount is transferred from one of the savings accounts. The clerk was advised cheques are presented at 2.30 pm and the sweep is carried out at the end of the day; in order to avoid this problem happening again soon, the clerk requested a transfer of £20,000 from the savings account to the current account – the Committee agreed this was the only course of action. A fee of £50 was waived by the bank but the Council will need to be mindful of this issue on a monthly basis.

The change of bank signatory form is by no means straightforward, particularly if Councillors do not hold a Lloyds (group) account. The Committee recommends **the changes to bank signatories is deferred until after the election in May 2019**. (Existing signatories are PK, CP, GR and GW.)

A debit card will be requested again (the bank issued a further online authorisation card and cancelled the previous one held by the clerk).

FC 12-11-18 Training courses attended and future training for Councillors and staff

Two Councillors are to attend the DNPA Forum on 23 November and a DNP Local Development plan workshop.

Cllrs Astal-Stain and O'Connor attended the new councillor training in October.

FC 13-11-18 Carry out an internal audit

Cheque number 003398 was traced through the cheque stub, invoice, minutes and bank statement.

It was noted that the clerk successfully carried out a bank reconciliation to 30 September – balance Nil.

FC 14-11-18 Any other relevant matters, including items for the next agenda and date of next meeting None.

The next meeting will be on 15 April 2019. The meeting closed at 9.12 pm.