



BERKELEY TOWN COUNCIL
DRYHTENHOLDA BEORCLEAH

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PLEASE ADDRESS ALL CORRESPONDENCE TO:
THE TOWN CLERK

Tuesday 2nd May 2017

*You are hereby summoned to attend a
Planning and Finance Committee Meeting on
Tuesday 9th May 2017 in the
Town Hall, Berkeley at
7.30 p.m.*

*D Spiers
Town Clerk*

Agenda

1.	Apologies and absence To note apologies and absences
2.	Declarations of Interest Councillors will have the opportunity to declare any interests relating to items on the agenda.
3.	Minutes of the last meeting To approve and sign the minutes of the meeting held on Tuesday 11 th April 2017 - see attached
4.	Planning Applications - New At the time of printing the agenda there are no new planning applications to consider Planning Applications can be viewed on the Stroud District Council website www.stroud.gov.uk
5.	Internal Audit 2016/17 To assess the Internal Audit Report - see attached To agree a plan of action to address the issues raised in the Internal Audit Report To assess the Sample of Transactions report - see attached To agree a plan of action to address the issues raised in the Sample of Transactions Report To assess the Staff/Payroll report - see attached To agree a plan of action to address the issues raised in the Staff/Payroll report
6.	Internal Check List The Internal Auditor has recommended that the council uses an Internal Control List to help members to carry out the Internal Control required by the Governance and Accountability for Smaller Bodies for 2016. Two examples have been provided for consideration - see attached To choose which Internal Check List the council will use To agree on the frequency of the Internal Control and completion of Check List

7.	<p>Clerks Hours in relation to audit.</p> <p>The internal audit reports for 2015/16 and 2016/17 raised many issues that the council needs to address. Audit regulations were revised in 2016 and updated in 2017. To ensure that the council conforms to Financial Requirements in accordance with Governance and Accountability for Smaller Bodies 2016 the council is asked to consider paying for the hours worked over and above the twenty three per week by the Clerk until the council receives a clear audit.</p> <p>To enable the Clerk to use all twenty three hours on office based work the council can consider paying, as overtime, the hours spent on the meetings and making site visits to the council's properties.</p> <p>An estimate of the time taken up by meetings and site visits would be approximately twelve hours per month.</p> <p>The staff budget includes a contingency amount of £10,000.00 which can be used to cover the extra cost of the work generated by the audit. It would be prudent to allow £3,000.00 for the current financial year to enable the council to become compliant with the Governance and Accountability for Smaller Bodies 2016.</p> <p>To consider recommending to full council at the May meeting that payment for overtime of twelve hours per month, during the current financial year, is made to the Clerk.</p> <p>To consider recommending to full council at the May meeting that payment for overtime accrued since January 2017, approximately twenty hours, is made to the Clerk</p> <p>To consider recommending to full council at the May meeting that the overtime payment is made one month in arrears and that the overtime sheet is checked, verified and signed by the Chairman or Deputy Chairman of the council before payment can be made</p> <p>To agree to review the overtime hours after the Internal Audit for 2017/18</p>
8.	<p>Budget Review for 2017/18</p> <p>To review the Budget for 2017/18 see attached</p>
9.	<p>Allotments - Staff Costs</p> <p>The council is entitled to recoup the staff costs incurred by the administration of the allotments from the Allotments income. Every year the council transfers the cost of fifteen hours of staff costs from the Allotments to Staff Budget.</p> <p>To agree to transfer from Allotments to Staff Budget £ 320.35 for staff costs associated with the administration of the allotments</p>
10.	<p>Schedule of Payments</p> <p>To approve the schedule of payments due - the schedule will be made available at the meeting</p>
11.	<p>Next Meeting</p> <p>The next Planning and Finance Committee meeting is scheduled for Tuesday 13th June 2017 at 7.30pm in the Town Hall, Berkeley</p>

