



BERKELEY TOWN COUNCIL
DRYHTENHOLDA BEORCLEAH

Town Hall
Salter Street
Berkeley, Glos.
GL13 9DB,
Tel/Fax: 01453 511964
Email:
Clerk@berkeley-tc.gov.uk

PLEASE ADDRESS ALL CORRESPONDENCE TO:
THE TOWN CLERK

Tuesday 4th July 2017

*You are hereby summoned to attend a
Planning and Finance Committee Meeting on
Tuesday 11th July 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 9 th May 2017 - see attached To note that the meeting scheduled for 13 th June 2017 did not take place due to the lack of a quorum
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.	Planning Applications - Decisions To note the following decisions made by the local Planning Authority Stroud District Council: S.17/0569/CPL - 26 Park View Road - Garage conversion with internal changes, velux roof lights and roof pitch change - application permitted S.17/0639/FUL - 69 Park View Road - Change of the use of annexe accommodation to independent dwelling - application permitted S.17/0726/HHOLD - 17 Canon Park - Single garage attached to existing garage. Extend existing conservatory - application permitted S.17/0401/FUL - 17 Canonbury Street - Proposed conversion of the roof space to two flats and erection of three dormers to the front and two to the rear - application refused S.17/0053/TCA - Berkeley Castle - Trees in a conservation Area - Application Permitted
6.	Budget Review for 2017/18 To review the Budget for 2017/18 - see attached

7.	<p>Employment of Deputy Clerk</p> <p>The staff committee has recommended that the council employs a Deputy Clerk on a fixed term contract for twelve months from 1st September 2017. The contract will be for six hours per week with extra hours worked when the Clerk is on holiday or sick leave.</p> <p>The staff committee recommends that the planning and finance committee budgets the amount of £3,692.00 for the term of the contract.</p> <p>As the deputy clerks contract will span two financial years the budget amount will need to be split between the two years also.</p> <p>To consider using staff contingency funds to cover the cost of employing a deputy clerk for £2,154.00 during the financial year 2017/18.</p> <p>To note that the staff contingency fund will reduce to £4,846.00</p> <p>To consider adding £1,538.00 to the staff budget for 2018/19 to cover the cost of employing a deputy clerk</p>
8.	<p>Budget Estimates for 2018/19</p> <p>To begin making estimates of the budget for 2018/19 based on decisions made by council and expected running costs</p> <p>To add budget amounts for the following</p> <p>Town Hall Hearing Loop - £3,000.00 Town Hall and Pavilion buildings surveys - £2,000.00 Staff Budget for Deputy Clerk - £1,538.00 CCTV installation - £ 5,000.00 s.137 - £ 200.00 Sarah's Field maintenance - £ 1,000.00</p>
9.	<p>Setting the budget - document</p> <p>Each year the council produces a budget proposal document to work on when setting the precept for the next financial year. The Internal Auditor has made the following suggestions:</p> <p>Document needs to show comparison with last year's actual figures Is the document easy to understand? Is the object of the reserves identified? The document needs to be clear on the use of reserves Is there contingency included in the budget</p> <p>To consider the suggestions from the Internal Auditor and make any changes the committee feels are necessary to the budget proposal document - a copy of which is attached</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>Quarterly report from the Clerk re the tasks carried out under delegated authority</p> <p>To note the payments made by the Clerk under delegated authority for the quarter 1st April to 30th June 2017</p>

12.	<p>Asset Register - review</p> <p>To review the asset register - see attached. The Clerk has updated the register in accordance with Governance and Accountability 2016.</p> <p>The committee is asked to review the asset register and verify the valuations and the reasons for them.</p>
13.	<p>Charging Policy</p> <p>To review the charging policy - see attached</p>
14.	<p>Review of investments and bank account</p> <p>To review the banking arrangements for Berkeley Town Council</p> <p>The council has one bank account with the Co-operative Bank. This allows us to use the local post offices in Berkeley and Sharpness for paying in cash and cheques and for cheque encashments. There is no other bank in Berkeley and the nearest one is in Thornbury five miles away. There is one building society in Berkeley</p> <p>To consider whether the council should deposit some of the bank balance with another financial institution as suggested by the Internal Auditor.</p>
15.	<p>Health & Safety Check List - review</p> <p>To review the Health & Safety Check List</p> <p>The Clerk can report that the checklist is basically a job list for the caretaker and does not necessarily comply with Health & Safety Checks highlighted in the Internal Auditors report.</p> <p>The committee is asked to create a new Health & Safety Checklist.</p> <p>The committee will determine which staff member/s will be responsible for the Health & Safety Checks</p>
16.	<p>Review charges</p> <p>To review the current charges for the Town Hall, Pavilion and Allotments - see below</p> <p>To consider adjusting the charges for the Town Hall, Pavilion and Allotments to be implemented with effect from 1st April 2018</p> <p><u>Town Hall</u> Main Hall - £12.50 per hour Meeting Room - £8.00 per hour Whole Building - £ 16.00 per hour</p> <p><u>Pavilion & Field</u> Main Hall - £10.00 per hour Adult teams per match - £ 55.00 Adult Training - free Youth teams - ? Bar room - £120.00 per month no discount</p> <p><u>Allotments</u> Full Plot - £ 25.00 per annum Half Plot - £ 15.00 per annum Quarter Plot - £ 10.00 per annum</p>

17.	<p>Section 137 expenditure: Limit for 2017/18</p> <p>The Department for Communities and Local Government has confirmed that the appropriate sum for parish councils for the purpose of section 137(4)(a) of the Local Government Act 1972 for 2017-2018 is £ 7.57</p> <p>To note that the total amount available to Berkeley Town Council to budget under s.137 is £11,839.48</p> <p>To consider how much will be allocated to the s.137 budget for the current financial year</p>
18.	<p>Next Meeting</p> <p>The next Planning and Finance Committee meeting is scheduled for Tuesday 8th August 2017 at 7.30pm in the Town Hall, Berkeley</p>