



BERKELEY TOWN COUNCIL
DRYHTENHOLDA BEORCLEAH

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PLEASE ADDRESS ALL CORRESPONDENCE TO:
THE TOWN CLERK

Tuesday 3rd October 2017

*You are hereby summoned to attend a
Planning and Finance Committee Meeting on
Tuesday 10th October 2017 in the
Town Hall, Berkeley at
7.30 p.m.*

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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 12 th September 2017 - see attached
4.	Planning Applications - New S.17/1974/LBC - 8 Salter Street - Listed Building Consent for Internal and External Alterations S.17/1995/COU - Sarah's Field - Change of Use from agricultural to rare water meadow and public recreation space 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 Authorities: S.17/1689/TCA - Stock House - Application permitted
6.	Schedule of Payments To approve the schedule of payments due - the schedule will be made available at the meeting
7.	Budget Review 2017/18 To review the budget for 2017/18 - see attached
8.	Budget Proposal for 2018/19 To review the figures provided - see attached To recommend to full council the budget for 2018/19 To recommend the precept amount for 2018/19 to full council

9.	<p>Banking and Storage of cash and cheques</p> <p>The Clerk can report that we do not often receive payment in cash and when we do it is usually only in the amount of less than £100.00.</p> <p>Most payments are made by cheque and usually occur in the first two weeks of the month following the issuing of the end of month invoices</p> <p>To agree that the frequency of banking cash and cheques should be weekly</p> <p>To agree that cheques and cash, including petty cash, will be stored in the safe in the office until it is ready to be banked or spent.</p> <p>To agree that cheques and cash will be transported by hand to the post office as and when required but at least weekly.</p> <p>To note that the risk to the cash carried by the staff member is low because the distance to the Post Office is very short and the area is covered by CCTV cameras</p>
10.	<p>Direct Debit List</p> <p>To agree the following direct debits can continue. The payments are either monthly instalments or in the amount of the invoice issued.</p> <p>British Gas - Pavilion and Town Hall Waterplus - Pavilion, Town Hall and Allotments Stroud District Council - Pavilion and Town Hall Information Commissioner - Data Protection Registration BT - Phone and Internet</p>
11.	<p>Grant Awarding Policy</p> <p>One of the recommendations in the Internal Audit suggested that Berkeley Town Council has a Grant Awarding Policy</p> <p>An example of Grant Awarding documents used by other parishes are enclosed.</p> <p>To agree that the documents can be adapted to the needs of Berkeley Town Council and submitted to full council for adoption</p>
12.	<p>Next Meeting</p> <p>The next Planning and Finance Committee meeting is scheduled for Tuesday 14th November 2017 at 7.30pm in the Town Hall, Berkeley</p>

