



**BERKELEY TOWN COUNCIL**  
DRYHTENHOLDA BEORCLEAH

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

PLEASE ADDRESS ALL CORRESPONDENCE TO:  
**THE TOWN CLERK**

*Tuesday 3<sup>rd</sup> April 2018*

*You are hereby summoned to attend a  
Planning and Finance Committee Meeting on  
Tuesday 10<sup>th</sup> April 2018 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 14 <sup>th</sup> November 2017 - see attached
4.	Planning Applications - Decisions  To note the following decisions made by the Local Planning Authorities:  S.17/2533/TCA - 9 High Street - Trees in a Conservation Area - Consent S.17/2435/HHOLD - 21 Lynch Road - Application Permitted S.17/1995/COU - Sarah's Field, Lynch Road - Application Permitted S.17/2754/LBC - 3 High Street - Consent S.18/0041/TCA - 19 High Street - Trees in a Conservation Area - Consent
5.	Schedule of Payments  To approve the schedule of payments due - the schedule will be made available at the meeting
6.	Budget Review 2017/18  To review the budget for 2017/18 - see attached  To determine which budgets will be carried forward to 2018/19  To determine how much of the budgets that are underspent will go to contingency or other projects for 2018/19

7.	<p>Internal Control Checks</p> <p>The Internal Control Checks, for July, Aug and Sep 2017, have been completed by Councillor Hall - see report attached</p> <p>To note that there are no issues that need addressing for this quarter</p> <p>The Internal Control Checks have been carried out by Councillor Tucker for the period Oct, Nov &amp; Dec 2017 - see attached report.</p> <p>To consider whether any action is needed as a result of any issues raised in the report.</p>																												
8.	<p>Insurance changes update</p> <p>In accordance with instructions given at the last meeting the Clerk will increase the insurance cover for the Town Hall to £1.2m with effect from the renewal date in June 2018.</p> <p>To note that the increase in the insurance cover for the Town Hall will result in an increase in premium (approx. £400)</p> <p>To consider increasing the Town Hall Running Costs Budget for 2018/19 by £ 400.00 by transferring from the Contingency budget</p> <p>In accordance with instructions to reduce the cover in Part D - Money of the schedule the Clerk can report that our insurers have stated that this policy is standard and would require considerable re-writing, therefore, they recommend that we keep it the same.</p> <p>To agree to keep the cover stated in Part D - Money the same as previous years</p>																												
9.	<p>Financial Risk Register</p> <p>At the last meeting the Clerk was instructed to add a column to the financial risk register headed "Date Reviewed" - see attached document</p> <p>To adopt the Financial Risk Register attached</p>																												
10.	<p>Asset Register</p> <p>To agree to make the following updates to the Asset Register 2018 - see attached 2017 copy</p> <table border="1" data-bbox="331 1429 1082 1641"> <thead> <tr> <th></th> <th>Location</th> <th>Purchase Price</th> <th>Current Value</th> </tr> </thead> <tbody> <tr> <td>Sarah's Field</td> <td></td> <td>Gift</td> <td>nominal £1</td> </tr> <tr> <td>Burial Ground</td> <td></td> <td>transfer LGA1974</td> <td>nominal £1</td> </tr> <tr> <td>The Lodge</td> <td></td> <td>transfer LGA 1974</td> <td>nominal £1</td> </tr> <tr> <td>The Lych Gate</td> <td></td> <td>transfer LGA 1972</td> <td>nominal £1</td> </tr> <tr> <td>Mace 17<sup>th</sup> C</td> <td>Museum</td> <td></td> <td>£200,000.00</td> </tr> <tr> <td>Mace 15<sup>th</sup> C</td> <td>Museum</td> <td></td> <td>£500,000.00</td> </tr> </tbody> </table>		Location	Purchase Price	Current Value	Sarah's Field		Gift	nominal £1	Burial Ground		transfer LGA1974	nominal £1	The Lodge		transfer LGA 1974	nominal £1	The Lych Gate		transfer LGA 1972	nominal £1	Mace 17 <sup>th</sup> C	Museum		£200,000.00	Mace 15 <sup>th</sup> C	Museum		£500,000.00
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11.	<p>Payments made by the Clerk</p> <p>To note the payments made by the Clerk under her delegated authority for the period from 1<sup>st</sup> July to 31<sup>st</sup> December 2017 - see attached document</p> <p>To note the payments made by the Clerk under her delegated authority for the period 1<sup>st</sup> January to 31<sup>st</sup> March 2018 - see attached document</p>																												

<p>12.</p>	<p>Internal Auditor's Report 13<sup>th</sup> March 2018</p> <p>See attached report</p> <p>Overall the Internal Auditors Report is very good and shows that we meet most requirements of Governance and Accountability for Parish and Town Councils</p> <p>There are, however, three "yes but" comments that will need addressing and two "no" answers that will have to be rectified</p> <p>Item 1.4 Financial Regulations will have to adjusted to cover the use of the debit card and the internal control for direct debits and standing order payments</p> <p>Item 2.3 We need to compile a list of direct debit and standing order payments which have to be reviewed every year at the May meeting and we have to include a method of checking during the Internal Control Checks</p> <p>Item 3.3 Risk Management Policy/ Statement needs to be reviewed this year</p> <p>Item 3.8 Set up procedures and checks for the use of the debit card</p> <p>Item 3.9 We need to find a method to back up data held on the council computer</p> <p>To agree that items 1.4 and 3.3 will be addressed by full council</p> <p>To agree that items 2.3 and 3.8 will be addressed by the Planning and Finance Committee</p> <p>To agree that item 3.9 will be addressed by the Clerk</p>
<p>13.</p>	<p>Next Meeting</p> <p>The next Planning and Finance Committee meeting is scheduled for Tuesday 8<sup>th</sup> May 2018 at 7.30pm in the Town Hall, Berkeley</p>