

6.	<p>Staff Costs - Allotments</p> <p>Following a review of the amount of time the Clerk spends on administration of the allotments it was found that the Clerk spends approximately fifteen hours per annum dealing with the allotments the cost of which the council is entitled to claim from the allotments budget</p> <p>Based on the 2015 salary the cost of administering the allotments is £ 313.84 per annum</p> <p>The staff salary amounts are about to be increased for 2016/17 and 2017/18.</p> <p>It was agreed to make the following movements in the budget:-</p> <p>For 2015/16 - £313.84 from allotments to contingency For 2016/17 - £313.84 plus increase from allotments to staff budget For 2017/18 - £ 313.84 plus increase from allotments to staff budget</p> <p>It was duly noted that apart from staff costs allotment income has to be spent on the allotments and cannot be absorbed in to the council budget</p> <p style="text-align: right;"><i>LGA 1972 s. 126</i></p>
7.	<p>Pavilion Charges</p> <p>(a) Berkeley Town Amateur Football Club - At the present time the football club pays £ 55.00 per match for the use of the Pavilion and they carry out maintenance to the pitch at their own expense. No charge is made when the club uses the facilities for training</p> <p>It was agreed that there will be no changes to the charges made to Berkeley Town Amateur Football Club for matches and training</p> <p>The committee decided to take the matter of the bar room charges to full council at the July meeting which will be held at the Pavilion.</p> <p>(b) Severnside Juniors - The charge for the use of the pavilion for toilets and kitchen is currently £10 per session/match.</p> <p>It was agreed there will be no change made to Severnside Juniors for training and matches</p> <p>(c) Severnside U15 team - This team would like to have the full use of the facilities at the pavilion and to use the pitch provided by Berkeley Town for 12 matches</p> <p>It was agreed that a charge of £ 55.00 per match for the use of the pavilion and field will be made to Severnside U15 team. The club will be allowed to use the facilities on the understanding that Berkeley Town Council does not provide the following; line marking; goal posts and a playing surface that meets the needs of the team. The council lets the ground and pavilion to Severnside U15 on the basis that the club will be responsible for making their own arrangements for the line marking; goal posts and pitch maintenance</p> <p>(d) Public use of the main hall and kitchen as a meeting venue is currently £ 10 per hour.</p> <p>It was agreed that there will be a minimum charge of £ 20 to hire the Pavilion main hall and kitchen with each hour after the initial two being charged at £10 per hour</p> <p>(e) Children's parties - Currently there is a special offer in place which allows the unlimited use of the pavilion for a children's party at a cost of £20.00</p> <p>It was agreed that the charge for Children's Parties will remain the same and the party should be limited to four hours.</p> <p>The charges will be implemented from 1st September 2016</p>
8.	<p>Town Hall Charges</p> <p>It was agreed the following charges will be made for the Town Hall to be implemented with effect from 1st September 2016</p> <p>Main Hall - £12.50 per hour Meeting Room - £ 10.00 per hour Whole Building - £ 16.00 per hour</p>

9.	<p>Allotment Fees</p> <p>Currently the fees for allotments are as follows:</p> <p>Full Plot - £25.00 per annum Half Plot - £15.00 per annum Quarter Plot - £10.00 per annum</p> <p>It was agreed that there will be no change to the allotments fees from 1st April 2017</p> <p style="text-align: right;"><i>LGA 1972 s. 126</i></p>
10.	<p>Berkeley Town Council Charging Policy</p> <p>The committee decided to ask Full Council to review the charging policy dated 17th November 2014 and to consider adding the football teams to the list for long term discounts</p>
11.	<p>Donations Policy and Budget</p> <p>a) The committee agreed that there will be a donations budget which for this year will stand at nil.</p> <p>b) It was agreed that full council should review the decision made by the outgoing council on the 18th April 2016 to allocate £1000 from the contingency budget to Berkeley Books</p> <p>The committee agreed that the current policy of considering all requests for donations at the meeting of full council in January each year will remain in place</p>
12.	<p>Schedule of Payments</p> <p>The schedule of payments due was duly approved - see attached</p>
13.	<p>Budget Review for 2016/17</p> <p>The budget for 2016/17 was duly noted - see attached</p> <p>The committee agreed not to make the adjustment to transfer £1000 from Contingency to Berkeley Books in accordance with council policy and decisions because they have referred the matter back to full council for review - see item 11</p> <p>It was agreed to leave the £10,000.00 from Canon Park Field Drainage Project and not to transfer it to Contingency just in case there are further problems with flooding on the field</p> <p>It was agreed to make the following movements in the budget:-</p> <p>£ 500.00 from Contingency to Park View Play Area Running Costs £1000.00 from Contingency to Canon Park Field Running Costs £ 500.00 from Contingency to Councillors Expenses/Training £ 18.00 from Berkeley Burial Committee to Contingency £32.08 from Insurance to Contingency £37.12 from Pavilion Loan Repayment to Contingency</p>
14.	<p>Next Meeting</p> <p>The committee instructed the Clerk to set the start time of the meetings at 7.15 p.m.</p> <p>The next Planning and Finance Committee meeting is scheduled for Tuesday 12th July 2016 at 7.15pm in the Town Hall, Berkeley</p>

