



**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)

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**THE TOWN CLERK**

*Berkeley Town Council  
 Planning and Finance Committee Meeting held on  
 Tuesday 13<sup>th</sup> September 2016 in the  
 Town Hall, Berkeley at  
 7.30 p.m.*

Minutes

Present	Councillor	G Harcourt	Chairman
		P Stevenson	
		K Palmer	
		L Ashton	

There was no Clerk present

1.	<p>Apologies and absence</p> <p>There were no apologies or absences</p> <p>It was duly noted that due to sanctions imposed by Berkeley Town Council Councillor Pinnell is no longer a member of the Planning and Finance Committee</p>
2.	<p>Declarations of Interest</p> <p>There were no declarations of interests relating to items on the agenda.</p>
3.	<p>Minutes of the last meeting</p> <p>The minutes of the meeting held on Tuesday 9<sup>th</sup> August 2016 were approved and it was agreed that they could be signed</p>
4.	<p>Schedule of Payments</p> <p>There was no schedule of payments presented to the meeting</p>
5.	<p>Planning Applications - Decisions</p> <p>The following decisions made by Stroud District Council and Gloucestershire County Council were duly noted</p> <p>16/0019/STMAJW - Berkeley Nuclear Power Station - Importation of waste material - planning permission granted          S.16/1392/LBC - Berkeley Castle - Construction of lean-to style toilet block - Application Approved          S.16/1391/FUL - Berkeley Castle - Construction of lean-to style toilet block - Application Permitted          S.16/1356/HHOLD - Stock House - Extension - Application Permitted          S.16/1357/LBC - Stock House - Extension - Application Permitted</p>
6.	<p>Budget Review for 2016/17</p> <p>The budget for 2016/17 was duly noted</p> <p>It was agreed to make the following adjustments to the budget</p> <p>Transfer from contingency to Town Hall Maintenance £1,000.00 due to unforeseen damage to Georgian Sash Window</p> <p>Transfer from contingency to Pavilion Maintenance £ 500.00 as this was overlooked during the original budget deliberations</p> <p>Transfer from contingency to Youth Club £ 243.60 (£187.80 activities &amp; £55.80 mileage) to cover the costs associated with the trips organised by Young Gloucestershire while the pavilion was shut down</p>

7.	<p>Internal Audit Report</p> <p>The Internal Audit Report 2015/16 was examined and the following notes made</p> <p>3.6 - explore the possibility of opening another bank account and asking to store the maces there.</p> <p>4.5/4.6 - a forecast column is needed on the budget review document</p> <p>4.7 - this needs a narrative explanation</p> <p>5.6 - any income should be banked promptly (within seven days) e.g. allotments. Clerk to document any receipts/outgoings. Need was felt for a Petty cash Policy</p> <p>6.2 - there should be random checks of petty cash being held in the Town Hall</p> <p>6.3 - all spending should be ratified</p> <p>7.2/7.3 - there is a need for regular staff appraisals/salary reviews etc</p> <p>10.1/10.8 - the cash book should be checked at the end of each financial year</p> <p>11.6 - Council should be given reason for 'apologies'. Councillors should request permission from the Chair to miss meetings</p>
8.	<p>Proposed Budget 2017/18</p> <p>This item was deferred until the Clerk returns from sick leave</p>
9.	<p>Next Meeting</p> <p>The next Planning and Finance Committee meeting is scheduled for Tuesday 11<sup>th</sup> October 2016 at 7.30pm in the Town Hall, Berkeley</p>