



**BERKELEY TOWN COUNCIL**  
DRYHTENHOLDA BEORCLEAH

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

Berkeley Town Council  
Planning and Finance Committee Meeting held  
Tuesday 9<sup>th</sup> May 2017 in the  
Town Hall, Berkeley at  
7.30. p.m.

**Minutes**

Present                      Councillor              G Harcourt              Chairman  
   L Ashton  
   P Stevenson  
   K Palmer

Clerk D Spiers

1.	<p>Apologies and absence</p> <p>There were no absences.</p> <p>It was noted that Councillor Palmer apologised for being late as he arrived after item 3</p> <p>It was noted that Councillor Ashton apologised and left early before item 8 on the agenda</p>
2.	<p>Declarations of Interest</p> <p>There were no declarations of interest relating to items on the agenda.</p>
3.	<p>Minutes of the last meeting</p> <p>The minutes of the meeting held on Tuesday 11<sup>th</sup> April 2017 were duly approved and it was agreed they could be signed by the Chairman</p>
4.	<p>Planning Applications - New</p> <p>There were no new planning applications to consider</p>
5.	<p>Internal Audit 2016/17</p> <p>The Internal Audit Report was duly assessed - see attached</p> <p>It was agreed that the council will appoint a member, each quarter, to carry out an Internal Control Check.</p> <p>The Sample of Transactions report was duly noted - see attached</p> <p>The Clerk was instructed to add a column to the accounts and the budget review document specifying L.G.A. 1972 s.137 spending</p> <p>The Clerk was instructed to add the power to spend details to the schedule of payments</p> <p>The Staff/Payroll report was duly assessed - see attached</p> <p>It was agreed to ask the staff committee to carry out an annual appraisal with the Clerk</p>

6.	<p>Internal Check List</p> <p>The Internal Auditor has recommended that the council uses an Internal Control List to help members to carry out the Internal Control required by the Governance and Accountability for Smaller Bodies for 2016.</p> <p>The committee chose the Internal Control List that members will use to carry out the Internal Control - see attached</p> <p>It was agreed that the Internal Control Check and completion of the Internal Control List will be carried out quarterly and a report made to the next planning and finance committee meeting.</p>
7.	<p>Clerks Hours in relation to audit.</p> <p>The internal audit reports for 2015/16 and 2016/17 raised many issues that the council needs to address. Audit regulations were revised in 2016 and updated in 2017. To ensure that the council conforms to Financial Requirements in accordance with Governance and Accountability for Smaller Bodies 2016 the council is asked to consider paying for the hours worked over and above the twenty three per week by the Clerk until the council receives a clear audit.</p> <p>It was agreed to recommend to full council at the May meeting that payment for overtime of twelve hours per month, during the current financial year, is made to the Clerk.</p> <p>It was agreed to recommend to full council at the May meeting that payment for overtime accrued since January 2017, approximately twenty hours, is made to the Clerk</p> <p>It was agreed to recommend to full council at the May meeting that the overtime payment is made one month in arrears and that the overtime sheet is checked, verified and signed by the Chairman or Deputy Chairman of the council before payment can be made</p> <p>It was agreed to review the overtime hours after the Internal Audit for 2017/18</p>
8.	<p>Budget Review for 2017/18</p> <p>The budget review document for 2017/18 was not available</p>
9.	<p>Allotments - Staff Costs</p> <p>The council is entitled to recoup the staff costs incurred by the administration of the allotments from the Allotments income. Every year the council transfers the cost of fifteen hours of staff costs from the Allotments to Staff Budget.</p> <p>It was agreed to transfer from Allotments to Staff Budget £ 320.35 for staff costs associated with the administration of the allotments</p>
10.	<p>Schedule of Payments</p> <p>The schedule of payments due was approved - see attached</p>
11.	<p>Next Meeting</p> <p>The next Planning and Finance Committee meeting is scheduled for Tuesday 13<sup>th</sup> June 2017 at 7.30pm in the Town Hall, Berkeley</p>

