

8.	<p>Budget Proposal for 2018/19</p> <p>The figures provided were duly reviewed and it was agreed to add £ 5,000.00 to the staff budget and £ 2,000.00 to the training budget</p> <p>It was agreed to recommend to full council the budget for 2018/19 - see attached</p> <p>It was agreed to recommend to full council the precept amount for 2018/19 of £ 82,162.00</p>
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>It was agreed that the frequency of banking cash and cheques should be weekly</p> <p>It was agreed 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>It was agreed that cheques and cash will be transported by hand to the post office as and when required but at least weekly.</p> <p>It was duly noted 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>It was agreed that 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>It was agreed the Grant Awarding 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>

