



7.	<p>Budget Review 2017/18</p> <p>The Clerk provided the committee with an up to date budget review document - see attached</p> <p>It was agreed by the committee to make the following transfers between budgets</p> <p>From Contingency to Website Maintenance £ 15.00 to cover the cost of hosting the email addresses</p> <p>From Contingency to Pavilion Running Costs £ 1,000.00 in order to subsidise the cost of running the Pavilion</p> <p>From Donations to S.137 "free resource" £150.00 to cover the cost of making a donation to the Royal British Legion</p> <p>From Contingency to Park View Play Area - £100.00 because fixing the posts to the field gate was an unforeseen expense</p>
8.	<p>Insurance review</p> <p>Following a review of the insurance cover the Clerk was instructed to make the following changes</p> <p>Increase the buildings sum insured for the Town Hall to £ 1.2million</p> <p>Part D-Money to ask insurers if the level of cover can be reduced from £5,000 because BTC never has more than a few hundred pounds on the premises or in transit to the post office; BTC does not have occasion for members or staff to hold cash in their private residences; BTC does not keep cash anywhere other than in the safe.</p> <p>It was agreed that these changes will be made at the renewal date in June 2018</p>
9.	<p>Financial Risk Register</p> <p>The Financial Risk Register was reviewed and the Clerk was instructed to add a tick column to the document before it can be approved at the next meeting - see attached</p>
10.	<p>Next Meeting</p> <p>The next Planning and Finance Committee meeting will be Tuesday 9<sup>th</sup> January 2018 at 7.30pm in the Town Hall, Berkeley</p>