



8.	<p>Budget Review 2019/20</p> <p>The budget for 2019/20 was reviewed - see attached</p> <p>The Clerk advised the committee that a very late invoice had come in which should have been paid during the last financial year, therefore, it was agreed that a sum of £500 will be brought forward from 2018/19 to cover the late invoice.</p> <p>It was agreed to transfer £500 from Contingency to Town Hall Maintenance</p> <p>The Berkeley Burial Committee submitted their budget after the Council had agreed the budget for 2019/20 therefore there is a shortfall of £ 38.81 in the Berkeley Burial Committee budget.</p> <p>It was agreed to transfer £ 38.81 from Contingency to Berkeley Burial Committee</p>
9.	<p>Internal Control Checks</p> <p>It was duly noted that the Internal Control Checks have been carried out for the periods 1<sup>st</sup> July to 30<sup>th</sup> September and 1<sup>st</sup> Oct to 31<sup>st</sup> Dec 2018 - see attached reports</p> <p>The Clerk reported that the extra cash found in the petty cash tin was an allotment rent.</p> <p>The committee asked the Clerk to allocate paid receipts to the bank paying in slips in order that they can be reconciled during the Internal Control Checks.</p>
10.	<p>Direct Debits and Standing Orders</p> <p>The list of payments that will be made by Standing Orders or Direct Debits during the financial year to 31<sup>st</sup> March 2020 was duly noted - see attached</p>
11.	<p>Allotments Admin Costs</p> <p>It was agreed to transfer £ 350.00 from the Allotments budget to the Staff budget to cover the cost of administering the allotments.</p>
12.	<p>Sarah's Field - Waste bins and entrance sign</p> <p>The original contract for Sarah's Field Project did not include the installation of two waste bins and an entrance sign.</p> <p>The site needs a general waste bin and a dog waste bin plus a local volunteer has donated an attractive entrance sign for the field.</p> <p>It was agreed to employ Stroud Valleys Project for one day to install two bins and entrance sign at a cost of £213.50.</p>
13.	<p>Town Hall - hirers discount</p> <p>The Clerk was instructed to write to the provider of the Pilates class and inform her that she does not meet the criteria of the Council's policy on discounts therefore no discount can be given at this time.</p> <p>The committee agreed that it will review the request after she has started the extra classes at the end of the year.</p>
14.	<p>Insurance Renewal</p> <p>It was agreed to pay the insurance renewal to Zurich in the amount of £ 2,084.14</p>

15.	<p>District Wide Tourist Information Grant</p> <p>It was duly noted that the Council has received a £2,000.00 grant from Stroud District Council to be spent on developing tourist information in our area</p>
16.	<p>Next Meeting</p> <p>The next Planning and Finance Committee meeting is scheduled for Tuesday 11<sup>th</sup> June 2019 at 7.30pm in the Town Hall, Berkeley</p>