

SOUTH BRENT PARISH COUNCIL

Minutes of the Finance Committee meeting held on 29 September 2014 at 7.30 p.m. in The Old School Centre, Totnes Road, South Brent.

Open Forum: Nothing was raised.

FC 1-9-14 Record of members present

Cllr Donald Wiseman (Chairman), Cllrs Mark Copleston, Peter Kelly, Cathie Pannell, Glyn Richards, Greg Wall and Julia Willoughby clerk to the Council were present.

FC 2-9-14 Apologies for absence

None.

The clerk advised that Standing Order 3 (I) should be suspended; this was agreed by the Committee.

FC 3-9-14 Declarations of a pecuniary interest (and nature) with regard to items on the agenda

Cllrs Pannell and Wall are members of the Village Hall Management Committee regarding item 7 (Part 2 of the Register) and may speak as members of the public but not vote.

The Committee recommends that **any Councillor who wishes to discuss an interest in a matter on the agenda with the clerk, should contact her as soon as possible, rather than at the meeting.**

FC 4-9-14 Consider the granting of dispensations

No applications.

FC 5-9-14 Public participation session with respect to items on the agenda

None.

FC 6-9-14 Confirm the minutes of the last meeting, and report on any matters arising – for information only

The minutes were confirmed and signed.

FC 7-9-14 Consider whether any factors need to be considered now that it has been established that the Village Hall is vested in the ownership of the Parish Council

The freehold of the Village Hall is vested in the Parish Council and it is run independently by the Village Hall Management Committee, as is Palstone Park and Vicarage Road Allotment Field. The landowner has responsibilities regarding nuisance, occupiers' liability, negligence, breach of covenants, loss of ownership to squatters and failure to make the best use of local residents' assets.

The Village Hall needs to be registered with Land Registry and the VAT position established.

FC 8-9-14 Revisions required to standing orders and practises following the Openness of Local Government Bodies Regulations 2014

This legislation states that a person may film, photograph or make an audio recording of a meeting. Standing Order 3(I) states:

'Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's consent'. It is advisable that anyone

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wishing to film or audio-record a meeting lets the clerk know so that the necessary arrangements can be made.

The Committee recommends that **Standing Order 3 (I) is removed; the Model Protocol on filming and recording Council and Committee meetings is adopted; a notice of this Model Protocol will be available at each meeting; the Parish Council explores facilities to audio record meetings and how these should be stored.**

The Committee notes the additional requirement of the above legislation that **decisions made by officers must be recorded in writing, be available for public inspection and retained for the prescribed period. Such decisions are reported in full at the next Council meeting, this will continue.**

FC 9-9-14 Consider whether the Code of Conduct needs to be revised in line with SHDC practice

The clerk explained that SHDC has recently provided definitions of 'close associate' and 'family' for the Code of Conduct adopted by SHDC. The Parish Council adopted the National Association of Local Councils model as it was more straightforward; **no changes are required to the existing Code of Conduct.**

FC 10-9-14 Review the asset register

The clerk has revised the asset register to include a seat, picnic bench and satellite dish for broadband, the Committee recommends **the photocopier has been changed and this will be reflected in the asset register. The 'South Brent' village name signs in Exeter Road purchased recently will also be added and the Village Hall will be included as community asset with a nominal value of £1.**

FC 11-9-14 Review the Financial Regulations (adopted on 19 May 2014)

The Committee recommends **no changes are required to the Financial Regulations.**

FC 12-9-14 Review the complaints, grievance and discipline procedures

The Committee recommends **no changes are required to the complaints, grievance and discipline procedures.**

FC 13-9-14 Training courses attended and future training for Councillors and staff

Cllr John Rawlinson attended a Chairmanship course and the clerk attended a DALC conference.

Cllr Glyn Richards is to attend the DALC AGM in October.

FC 14-9-14 Any other relevant matters, including items for the next agenda and date of next meeting

The next meeting will take place on 17 November 2014.

The meeting closed at 8.30 p.m.