



	<p>It was agreed that the following budgets will be carried forward to 2018/19</p> <p>Town Hall Running Costs - £ 400.00  Canon Park Field &amp; Play Area - £1682.00  Town Hall Maintenance - £630.00  Town Enhancement Project - £1114.00  Christmas Decorations Project - £967.93  Recycling Bins Project - £4957.50  Football Pitch Drainage Project - £1015.00  Sarah's Field Project - £24046.90  Park View Play Area Project - £733.00  CCTV Project - £4042.50</p> <p>It was agreed that the other budgets that are underspent will be transferred to contingency for 2018/19</p>
7.	<p>Internal Control Checks</p> <p>The Internal Control Checks, for July, Aug and Sep 2017, have been completed by Councillor Hall - see report attached</p> <p>It was duly noted that there are no issues that need addressing for this quarter</p> <p>The Internal Control Checks have been carried out by Councillor Tucker for the period Oct, Nov &amp; Dec 2017 - see attached report.</p> <p>It was agreed to invite the Caretaker to the Staff Committee meeting to discuss his appraisal</p>
8.	<p>Insurance changes update</p> <p>In accordance with instructions given at the last meeting the Clerk will increase the insurance cover for the Town Hall to £1.2m with effect from the renewal date in June 2018.</p> <p>It was duly noted that the increase in the insurance cover for the Town Hall will result in an increase in premium (approx. £400)</p> <p>It was agreed carry forward £400.00 from Town Hall Running Costs Budget 2017/18 the Town Hall Running Costs Budget for 2018/19 to cover the extra cost of insurance premium</p> <p>In accordance with instructions to reduce the cover in Part D - Money of the schedule the Clerk can report that our insurers have stated that this policy is standard and would require considerable re-writing, therefore, they recommend that we keep it the same.</p> <p>It was agreed to keep the cover stated in Part D - Money the same as previous years</p>
9.	<p>Financial Risk Register</p> <p>It was agreed to adopt the Financial Risk Register - see attached</p>

10.	<p>Asset Register</p> <p>It was agreed to make the following updates to the Asset Register 2018 - see attached 2017 copy</p> <table border="1"> <thead> <tr> <th></th> <th>Location</th> <th>Purchase Price</th> <th>Current Value</th> </tr> </thead> <tbody> <tr> <td>Sarah's Field</td> <td></td> <td>Gift</td> <td>nominal £1</td> </tr> <tr> <td>Burial Ground</td> <td></td> <td>transfer LGA1974</td> <td>nominal £1</td> </tr> <tr> <td>The Lodge</td> <td></td> <td>transfer LGA 1974</td> <td>nominal £1</td> </tr> <tr> <td>The Lych Gate</td> <td></td> <td>transfer LGA 1972</td> <td>nominal £1</td> </tr> <tr> <td>Mace 17<sup>th</sup> C</td> <td>Museum</td> <td></td> <td>£200,000.00</td> </tr> <tr> <td>Mace 15<sup>th</sup> C</td> <td>Museum</td> <td></td> <td>£500,000.00</td> </tr> </tbody> </table>		Location	Purchase Price	Current Value	Sarah's Field		Gift	nominal £1	Burial Ground		transfer LGA1974	nominal £1	The Lodge		transfer LGA 1974	nominal £1	The Lych Gate		transfer LGA 1972	nominal £1	Mace 17 <sup>th</sup> C	Museum		£200,000.00	Mace 15 <sup>th</sup> C	Museum		£500,000.00
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11.	<p>Payments made by the Clerk</p> <p>The payments made by the Clerk under her delegated authority for the period from 1<sup>st</sup> July to 31<sup>st</sup> December 2017 were duly noted - see attached document</p> <p>The payments made by the Clerk under her delegated authority for the period 1<sup>st</sup> January to 31<sup>st</sup> March 2018 were duly noted - see attached document</p>																												
12.	<p>Internal Auditor's Report 13<sup>th</sup> March 2018</p> <p>See attached report</p> <p>Overall the Internal Auditors Report is very good and shows that we meet most requirements of Governance and Accountability for Parish and Town Councils</p> <p>There are, however, three "yes but" comments that will need addressing and two "no" answers that will have to be rectified</p> <p>Item 1.4 Financial Regulations will have to be adjusted to cover the use of the debit card and the internal control for direct debits and standing order payments</p> <p>Item 2.3 We need to compile a list of direct debit and standing order payments which have to be reviewed every year at the May meeting and we have to include a method of checking during the Internal Control Checks</p> <p>Item 3.3 Risk Management Policy/ Statement needs to be reviewed this year</p> <p>Item 3.8 Set up procedures and checks for the use of the debit card</p> <p>Item 3.9 We need to find a method to back up data held on the council computer</p> <p>It was agreed that items 1.4 and 3.3 will be addressed by full council</p> <p>It was agreed that items 2.3 and 3.8 will be addressed by the Planning and Finance Committee</p> <p>It was agreed that item 3.9 will be addressed by the Clerk</p>																												
13.	<p>Next Meeting</p> <p>The next Planning and Finance Committee meeting is scheduled for Tuesday 8<sup>th</sup> May 2018 at 7.30pm in the Town Hall, Berkeley</p>																												

