St Cleer Parish Council
Minutes of a Meeting of the Finance and General Purposes Committee on 9th September 2020, virtually

Penelope Andrews, Councillor		In attendance
Martin Brunt, Councillor		
Sue Harbord, Councillor	Chair of Council	In attendance
Suzanne Horsfield, Councillor		
Jonathan Prinn, Councillor		
Clive Sargeant, Councillor		
Brian Seage, Councillor		
Brian Smith, Councillor	Chair, FGPC Committee	In attendance
Tony Turton, Councillor		
Chris Ullman, Councillor		
Derris Watson, Councillor	Vice Chair FGPC	In attendance
Andy Webb, Councillor	Vice Chair of Council	
Martin Eddy, Cornwall Councillor	St Cleer, St Neot and Warleggan	
Roni Jones	Clerk In attendance	RJ
Members of the Public		0

1	**Apologies for Absence** Apologies were received and accepted as above The first order of business was the appointment of Chair; BSm indicated his willingness to serve there were no other candidates; he was proposed by DW and seconded by SH. Motion Carried DW indicated her willingness to serve as vice chair – there were no other candidates and she was proposed by BSm and seconded by SH. Motion Carried
2	**Members declarations** a. Disclosable pecuniary interests b. Non-registrable interests c. Declarations of gifts d. Applications for dispensations SH declared a gift of flowers (value unknown) thanking her for her work in St Cleer; it is unknown if they pertain to Parish as they were anonymous.
3	**Minutes of Previous meeting** To receive and approve minutes of the last meeting(s) • 22nd June 2020 BSm proposed the minutes as accurate and was seconded by SH; those present at the June meeting voted to support the motion.
4	**Matters Arising** Review the ongoing closure of the village WC – there being no material changes and the 'rule of 6' being introduced led the committee to roll over the matter.
5	**Planning** Variation of condition 4 of decision PA14/01708 dated 14th May 2014 Proposed dwelling and turning area Planning Application Land Adjacent To Shop Park Lower Tremar Liskeard PL14 6EB Ref. No: PA20/05891 | Received: Wed 15 Jul 2020 | Validated: Mon 10 Aug 2020 | Status: Pending Consideration DW proposed that this application was supported, seconded by BSm and carried

6	**Policies Review** • 5 Day Protocol Procedure • Best Value Statement 2020 – Tender threshold £10-35K • Hire Rates • Social Media Policy • Grant Application form S137 • Vexatious Customers document • Internal Controls Policy / Transparency Audit Policy Discussions held about the needs for review and several motions to be sent to Parish; The policies were proposed en bloc by SH and seconded by DW. Motion Carried These items were rolled over • **TOR Community Engagement / Community Emergency Plan** • **Planning Coordinator Role**
7	**Financial Report** • July and August Actuals • YTD Statement Papers pertaining to finance were circulated previously and budget was noted to be on track; reconciliation noted Grand Totals:- Receipts 41,887 75,797 33,910 55.3% Payments 23,120 75,434 52,314 0 52,314 30.6% Net Receipts over Payments 18,767 363 (18,404) plus Transfer from EMR 0 less Transfer to EMR 0 Movement to/(from) Gen Reserve 18,767 Due Diligence Audit requires a non-bank signatory and ¾ of the FGPC are signatories – ask Parish for volunteers at Parish
8	**Standing Items** **Business Plan review** rolled over **Risk Register** The Clerk raised the issue of the Multipay card's 6-week lead in creating issues – Motion appended **Transparency Code Update** Noted **Workplan review** On target save Due Diligence (above)

ST CLEER PARISH COUNCIL

HIRE RATES

		2017-2018	2018-2019	2019-2020	2020-2021
Pavilion (Per hour)				**Agreed**	**Proposed**
Per hour	Regular	£ 6.00	£ 6.00	£ 6.25	£6.25
Per hour	Casual	£ 8.00	£ 8.00	£ 16.25	£16.25
Functions	until 6pm	£ 35.00	£ 35.00	£ 45.00	£45.00
Functions	6-10pm	£ 47.00	£ 47.00	£ 60.00	£60.00
Functions	6-12am	£ 60.00	£ 60.00	£ 75.00	£75.00
Commercial	Any				£20.00
MUGA (Per hour)					
Non Floodlit	Regular			Included in main rent	Included in main rent
Non Floodlit	Casual			£ 6.25	£15.00
Floodlit	Regular			Included in main rent	Included in main rent
Floodlit	Casual			£ 6.25	£19.00
Commercial	Any				£20.00
Specified Users	**Per Annum**				Pandemic
Football club (Team)	Adult	£ 440.00	£ 440.00	£ 450.00	Waived
Football club (Team)	Adult inc MUGA			£ 500.00	Waived
Football club (Team)	Junior	£ 75.00	£ 75.00	£ 75.00	Waived
Football club (Team)	Junior (Inc MUGA)			£ 75.00	Waived
Football club (Team)	Adult non St Cleer			£ 750.00	
Football club (Team)	Adult non St Cleer inc MUGA			£ 850.00	
Football club (Team)	Junior Non St Cleer			£ 150.00	
Football club (Team)	Junior Non St Cleer (Inc MUGA)			£ 200.00	
Commercial	Any				£20/hour (plus cost of Pavilion if used)
Allotments	800sq ft	£ 30.00	£ 30.00	£ 30.00	Waived
Allotments	1200sq ft	£ 35.00	£ 35.00	£ 35.00	Waived
Allotments	Water		£ 5.00	£ 5.50	Waived
Youth Club (Inc MUGA)		£ 150.00	£ 75.00	£ 75.00	Waived
Youth Club (No MUGA)					
Storage / Other					
Pavilion				£10	Waived
Shed 1				TBA	
Shed 2				TBA	
Car Boot Sale				£ 35.00	£40.00

St Cleer Parish Council

Lloyds Bank Multipay Motion

Date of Document:	**14.9.20**
Committee / Sub Committee the motion is intended for:	**Parish**
Date of that Meeting:	**23 September 2020**
Proposer:	**FGPC**
Seconder:	

Situation:

The Clerk has a Lloyds Bank card; it has a payment lead in of 6 weeks which means that a payment for £150 stays on the balance for 6 weeks. In August, Zoom (£120) and Geoxphere (£144) plus paint (£127) rendered the card to be declined on the basis of a lack of funds for 6 weeks.

Background:

The Clerk has a £500 limit of spend; but the rolling limit on the card (called the programme amount) needs to be higher so that it remains operable.

Assessment

FGPC recommend a Programme limit of £1000

Proposed Motion:

Monday, 14 September 2020

Unity Bank
PO Box 7193,
Planetary Walk,
Willenhall WV1 9DG

Email: [illegible]@unity.co.uk

Dear Unity Bank

Re: 20410509 Multipay Card

In accordance with our bank mandate and as directed by Nabeela Begum on 16.7.2020 we would like to change our Multipay corporate card limit to £1000.

It is our understanding that this is **a programme** limit change enabling £500 to be spent per calendar month and allow for funds to be accessed over the 6-week lead in offered under the scheme.

That 2 bank signatory Councillors be delegated the authority to sign the letter (content above)