

St Cleer Parish Council Motion Template

Date of document	13 Oct 22
Committee / Sub Committee The motion is intended for:	26 Oct 22
Proposer:	K Johnson
Seconder:	

Situation:

Additional audit of PC administration has been approved under minute 162/8 (i) dated 31 Aug 22.

Background:

Discussion at XO PC meeting 12 Oct 22 affirmed the PC intent to defer the start date for audit to Jan 23 due to excessive loading at budget setting time.

Assessment:

The following detail has been received from the Principal Audit Manager for Internal Audit, Counter Fraud Risk and Assurance at Cornwall Council. The full list is presented in order that administrative preparations may be made and documents checked prior to Jan 23.

List of the items we would require as part of the audit (there will be other information that we require during the week as we undertake our lines of enquiry)

Scheme of delegation

Policies and Procedures

Financial Regulations

Financial Procedure manual

Structure Chart

Audit reports for the last two years

Minutes and agendas for the last 12 months:

- Finance Committee
- Main Council meetings

Risk Register

Asset Register

Contract Register

Budget reports for the last six months

Bank Reconciliations last three months

Transaction reports for the last six months for the following:

- Payroll
- Accounts Payable
- Purchase Cards
- Petty cash
- Income

Petty cash reconciliation for the last three months

Payroll reconciliation for the last three months

Aged Debt Analysis

Accounting statements, (provision for creditors and debtors)

Confirmation that the publication requirements have been met

We would also need meetings with the following people:

- Chair of Council
- Clerk
- Person with financial responsibility
- Chair of Finance Committee

Proposed Motion:

Resolve to identify preparation for audit as a priority PC task with a target delivery of Jan 23

Date received:**Action taken or motion rejected:****Signature of clerk:**

Disposal:

Parish meeting

Date of meeting:

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Situation:

Requirement for the provision of cleaning equipment and consumables to rental users of the pavilion

Background:

Following feedback from a rental user, it has been identified and agreed verbally 12 Oct 22 XO PC that the provision of cleaning equipment and consumables to rental users of the pavilion would enhance the rental user experience and provide the facility for self-help cleaning after use

Assessment:

This is a mutually beneficial proposal which demonstrates PC willingness to engage and react to user requests

Proposed Motion:

Provide cleaning gear for self-help rental users. Suggested list soft broom, dust pan & brush, mop & bucket, cloths, general purpose detergent, polish, toilet rolls etc.

Option 1 identify, clear, label and stock an existing cupboard to be nominated for the exclusive purpose of cleaning gear for rental users. Initial stocking cost up to £100 from suitable budget header.

Option 2 Procure a cleaning gear locker to be stocked as above. Locker £200, contents £100.

Date received:**Action taken or motion rejected:****Signature of clerk:****Disposal:**

Parish meeting

Date of meeting:

St Cleer Parish Council

Motion to obtain costs from the insurance company

Date of Document:	14/10/22
Committee / Sub Committee the motion is intended for (if applicable)	Full council
Date of that Meeting:	26/10/22
Proposer:	Lee Price
Seconder:	
3rd and 4th Signatories if required under Standing Order	

Situation: to instruct the Clark to obtain costs from the insurance company, so that volunteers and councillors can undertake work within the parish, to improve the look of the area.

Background:

There is an issue of insurance for parishers and council members, undertaking work in the parish. It has been talked about many times, but has never come to a conclusion. This insurance increase would not cover any trades that are requested to work on any council projects, as they must have their own insurance

Assessment:

This has been talked about for months, so its time a decision was made either to go ahead or terminate the idea.

Proposed Motion:

The allow the clerk to contact the insurance company to get a quote for insurance cover for volunteers and councillors to undertake voluntary work in the parish to allow work to be carried out towards the improvements of the parish public areas.

this would a YES or NO vote. If yes a new motion would be created to except the quote at a November meeting

Date received:

Action taken or motion rejected:

Signature of Clerk / Officer receiving the motion:

St Cleer Parish Council

Motion purchase relevant tools to improve look of parish

Date of Document:	14/10/22
Committee / Sub Committee the motion is intended for (if applicable)	Full council
Date of that Meeting:	26/10/22
Proposer:	Lee Price
Seconder:	
3rd and 4th Signatories if required under Standing Order	

Situation: to decide and purchase relevant tools to improve look of parish
Background: All relevant documentation and costing have been circulated, and are attached as tools.pdf
Assessment: This has been talked about for months, so its time a decision was made either to go ahead or terminate the idea
Proposed Motion: The allow the purchase of the attached equipment for use by the parish and caretaker to work towards the improvements of the parish public areas. this would be a named vote with a YES or NO answer.
Date received:
Action taken or motion rejected:
Signature of Clerk / Officer receiving the motion: