

St Cleer Parish Council

Minutes of an Extra Ordinary Meeting of the Finance and General Purposes Committee on 16<sup>th</sup> June 2018, held at Council Sports Pavilion, Hockings House, St Cleer.

Kelvin Buckley, Councillor		In attendance
Sue Harbord, Councillor	Chair of Council	In attendance
Suzanne Horsfield, Councillor		Not required
Kevin Johnson, Councillor		Not required
Peter Lockley, Councillor		Apology Accepted
Lee Price, Councillor		Not required
Give Sargeant, Councillor		In attendance of behalf of Cllr Webb
Martin Shead, Councillor		In attendance
Brian Smith, Councillor		In attendance
Tony Turton, Councillor		Not required
Derris Watson, Councillor		In attendance
Andy Webb, Councillor	Vice Chair of Council	Apology, and Deputy appointed
Martin Eddy, Cornwall Councillor	St Cleer, St Neot and Warleggan	Not required
Roni Jones	Clerk In attendance	RJ
Members of the Public		0

Comment [DW1]: Warleggan

1	<p><b>Election of Chair and Vice Chair for the 2018-2019 Civic Year</b></p> <p>In accordance with the TOR for the Committee the Clerk requested nominations for the Chair and Vice Chair</p> <p>Derris Watson was proposed as Chair by SH and BS Martin Shead was proposed as Vice Chair by SH and BS</p> <p>This was voted unanimously and DW took the Chair</p> <p><b>Apologies for Absence</b></p> <p>Apologies were received and accepted as above</p>	
2	<p><b>Declarations of interest relating to matters on the agenda</b></p> <p>None</p>	
3	<p><b>Minutes of Previous meeting</b></p> <p>Minutes of the previous meeting 9<sup>th</sup> May 2018 were discussed. Councillor Johnson's comments of inaccuracy related to his absence from the last meeting were noted. The minutes were considered as accurate but his resignation from this committee is now recognised</p> <p>Vote: This was Proposed by MS; Seconded by SH and was agreed unanimously.</p> <p>The Minutes were duly signed</p>	
4	<p><b>Matters Arising from the Minutes</b></p> <p>It was noted that the Standing Orders were being consulted upon</p>	
5	<p><b>Planning Applications since the last meeting</b></p> <p>PA 18/05065 was noted. As a variation there was no consultation required</p>	

<p>6</p> <p>Vote:</p> <p>Vote:</p> <p>Vote:</p> <p>Vote:</p> <p>Vote:</p> <p>Vote:</p>	<p><b>Policies and Procedures Review</b></p> <p>Social Media, Induction, CCTV were discussed on a line by line basis.</p> <p>Social Media was proposed for recommendation for adoption by Full Council by DW and seconded by CS; passed unanimously</p> <p>Induction was proposed for recommendation for adoption by Full Council by SH and seconded by BS; passed unanimously</p> <p>CCTV was proposed for recommendation for adoption by Full Council by DW and seconded by BS; passed unanimously</p> <p>The following were consulted in the round.</p> <ul style="list-style-type: none"> <li>• Officer Member Protocol</li> <li>• Appraisal Template</li> <li>• Casual Vacancy</li> <li>• Transparency</li> <li>• Complaints</li> </ul> <p>Their adoption for recommendation for adoption by Full Council was proposed by DW and seconded by BS; passed unanimously</p> <p>Health and Safety Policy – this was a retrieved policy and as such moved for re-adoption by full council by DW, seconded by MS and passed unanimously</p> <p>All HR Policies were referred to the HR / Employment Group for attention</p> <p>Risk Assessment document under development – EXO meeting 18 July to examine Risk Assessment and the Financial Regulations as lone items. Remedial actions taken to date include:</p> <ul style="list-style-type: none"> <li>• Legionella Assessment</li> <li>• Work to manage adverse social media</li> <li>• PAT Testing</li> <li>• Defibrillator Management</li> <li>• HR Matters had been attended to</li> <li>• Insurers had been advised of a potential claim</li> <li>• Training for Councillors was being recommended and the Induction Policy was considered a useful step</li> <li>• Offers from Cllr Price for a GDPR safe was accepted warmly</li> <li>• Offer from Cllr Price for a suitable cigarette receptacle at £20 was accepted for referral to Parish</li> </ul> <p>It was agreed to recommend to the Parish that the Certificate of Competence training be offered to Councillors and potentially costs disbursed by invitation of other Parishes to attend</p>	<p>Comment [DW2]: SH</p> <p>Comment [DW3]: It was recommended</p>
<p>7</p>	<p><b>GICA Learning Agreement and Quality Parish Council Award</b></p> <p>Recommendation in relation to Training and Quality Assurance</p> <ul style="list-style-type: none"> <li>• that Clerk is put forward for GICA Award;</li> <li>• that the costs of the training be reclaimed from the Clerk on a sliding scale (appended) to include time and travel costs for training estimated at 227 hours. Reclaim to be agreed under a learning agreement should the Clerk leave within a specific time frame. This to be recorded in the minutes</li> <li>• that Certificate of Competence Training be offered to all Councillors at St Cleer and costs defrayed by offering training to other interested PCs;</li> <li>• That St Cleer collects evidence for the Quality Parish Award and submits it once all criteria are met</li> </ul>	

8	<p><b>Banking arrangements</b></p> <p>Lloyds Bank had suggested a levy of £6.50 PCM for holding an account with them as St Deer would be 'multibanking'.</p> <p>An alternative had been identified with the Charities Aid Foundation and documentation provided prior to the meeting</p> <p>A recession motion was proposed and signed for full council</p>	
9	<p><b>Finance</b></p> <p>The following receipts and expenditure was presented to Council. In respect of the Mowing Contract it was noted that if there was to be any Council resolved payment dispute that 10 days' notice was required; it was further noted that the feedback to date about the contractor had been overwhelmingly positive and that the Football Manager had written to the clerk, at her request, to confirm his satisfaction.</p> <p>Since the payment was due on 27.6.18 Parish would receive a recommendation for payment by FGPC that the invoice be paid in full. Proposed as acceptable by BS, seconded by MS and unanimously <b>agreed</b></p>	
9	<p><b>Finance</b></p> <p>a. 2017-2018 Final b. April and May Comparison</p> <p>DW withdrew this item and asked it be deferred to Parish on the 27<sup>th</sup> June 2018</p>	

**Comment [DW4]:** To recommend to Council that the invoice be paid in full.

PAYEE	REASON	GROSS	VAT	NET
Aqua storage	Water Risk assessment	360	60	300
Westem Web	Web changes	30	6	36
Viking Direct	Printer ink and sundries	115.78+2.26	23.61	141.65

The meeting closed at 9.30pm

**Future Meetings:**

<b>Month at 7.30 pm</b>	<b>Full Council</b>	<b>FGP</b>	<b>AMC</b>	<b>Employment</b>	<b>APM</b>
May	23 <sup>rd</sup>				7pm on 23 <sup>rd</sup>
June	27 <sup>th</sup>	13 <sup>th</sup>			
July	25 <sup>th</sup>				
August					
September	26 <sup>th</sup>	12 <sup>th</sup>			
October	24 <sup>th</sup>				
November	28 <sup>th</sup>	14 <sup>th</sup> (Precept)			
December	19 <sup>th</sup>				
January <b>2019</b>	23 <sup>rd</sup>				
February	27 <sup>th</sup>				
March	27 <sup>th</sup>	13 <sup>th</sup>			