

St Cleer Parish Council

Minutes of a Meeting of the Finance and General Purposes Committee on 13 February 2019, held at Council Sports Pavilion, Hockings House, St Cleer.

Penelope Andrews, Councillor		
Kelvin Buckley, Councillor		
Sue Harbord, Councillor	Chair of Council	In attendance
Suzanne Horsfield, Councillor		
Jonathan Prinn, Councillor	FGPC Committee	In attendance
Clive Sargeant, Councillor		
Brian Seage, Councillor	FGPC Committee	Apology accepted
Martin Shead, Councillor	FGPC Vice Chair	In attendance
Brian Smith, Councillor	FGPC Committee	Apology accepted
Tony Turton, Councillor		
Derris Watson, Councillor	FGPC Chair	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	<p>Apologies for Absence</p> <p>Apologies were received and accepted as above</p>	
2	<p>Members declarations</p> <ul style="list-style-type: none"> a. Disclosable pecuniary interests b. Non-registrable interests c. Declarations of gifts d. Applications for dispensations <p>JP declared an interest in the S137 Matter; the item will be moved and he will absent</p>	
3	<p>Minutes of Previous meeting</p> <p>Minutes of the previous meeting 14.11.18 were discussed. These were Proposed by SH; Seconded by MS. Motion Carried</p> <p>Vote: The Minutes were duly signed</p>	
4	<p>Matters Arising</p> <p>Unity Bank Progress being made; Unity require a specific motion at Parish and it was agreed that the Clerk would prepare this for the meeting on the 27.2.19</p> <p>AGAR The statement as previously circulated was considered and further to Parish it was agreed that the Chair would duly sign the agreed statement and this be published on the website</p> <p>Standing Orders Update CALC's amendments had been incorporated into the SOs as requested and with one addition it was proposed that these be recommended for adoption at Parish by DW and seconded by MS</p>	

	<p>Financial Regulations Update CALCs amendments moved a section from the SOs to the Financial Regulations. It was proposed that these be incorporated in the next iteration of this document in May by DW, Seconded SH and carried</p> <p>Addendum to Financial Regulations of Pre Approved Payments A paper previously circulated related to automatically authorised payments was discussed and some additions made it was proposed that this was incorporated into the next iteration of the Financial Regulations by DW and Seconded by SH. Carried</p> <p>HMRC NIC Refund It is agreed that £2K will be returned to Parish as an overpayment of previous years. It was proposed that a small thankyou of flowers from the Chairman’s allowance be dispatched to the person that identified that St Cleer was overpaying Proposed SH; Seconded DW and Carried</p>	
5	<p>Financial Matters 9-month analysis The position to 31.1.19 was examined and noted that there is a current underspend. The only major items expected are insurance renewal and CALC membership</p> <p>Outturn projection Outturn likely to be at breakeven</p> <p>S137 Application The application from St Cleer Primary School was discussed (JP was absent for this item). The application and cash fluidity of the school was noted. However, it was agreed that a £100 grant be put to Parish as a suitable sum for the project.</p> <p>Deep Dive plan for 2019-2020 and the second highest cost Centre YTD The Clerk gave an overview of the ability to seek information from the RIALTAS system and it was recommended that the most expensive Cost Centre was the Pavilion and transactions in this regard were examined in detail. The major items of interest was the cost of the defibrillator and table and staffing. The Committee was satisfied that the presented records represented the amounts on the system and DW signed the documentation as being satisfactory under scrutiny.</p> <p>Insurance 2019-2020 A proposal to Parish to accept Came and Co’s recommendation of the Inspire Policy at £2k minus discount for 3 year agreement was to be made. Proposed DW, Seconded SH and Carried</p>	DW
6	<p>Asset Register</p> <p>The asset register as agreed by Estates Committee was received. The following amendments were agreed:</p> <ul style="list-style-type: none"> • Removal of a duplicate entry in relation to the Millennium Garden benches • Chairs purchased in 1990 written off • Millennium coins and cast to be returned to the Parish • Stocks to be recovered from long term loan • Map of St Cleer to be located 	

	<p>With the amendments above it was proposed by DW and seconded by MS that the Asset register be accepted as an accurate representation and used for the AGAR; Motion carried</p> <p>In relation to the Millennium Coins; a display cabinet was to be costed when dimensions are identified</p>	
7	<p>Business plan / STFS</p> <p>Update from Estates Committee in relation to likely calls on Finance A round up of expected spend from Estates was discussed which included:</p> <ul style="list-style-type: none"> • Bench renewal • Toilets Refurbishment • Sale of the Kubota • Reseeding the Pitch • Skate Park Management • Phone box upgrade • MUGA <p>Those considered urgent will be proposed at Parish on 27.2.19</p> <p>Plan audit of all spend over £5000 to ensure compliance with regulations The only spend over £5K related to the purchase of the outdoor gym equipment which was in fact funded by donation and grant. It was considered to have been purchased in compliance with the regulations and the Committee was satisfied that the records showed compliance DW signed the documentation as being satisfactory under scrutiny.</p> <p>Plan Transparency Regulations Audit To be undertaken in the April Meeting</p> <p>Plan Co-option of Councillor Audit of compliance To be undertaken in the April Meeting</p> <p>Plan compliance audit on Councillors</p> <ol style="list-style-type: none"> 1. Acceptance of office 2. Register of Interests 3. Code of Conduct confirmation 4. Social Media Compliance (Agreement to policy) <p>To be undertaken in the April Meeting</p>	

8	<p>Receipts and Payments</p> <p>Payment for the items as indicated was proposed by DW, seconded by JP and carried</p>	
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PAYEE	REASON	GROSS	VAT	NET
Cornwall Council Licence	Car Park	100.00		100.00
Trego Mills	Wheelie Bins	237.94	21.99	
Trego mills	Pavilion Maintenance	245.37	tbc	
B and M	Chairman's Allowance	25.00	tbc	

CREDITOR	REASON	GROSS	VAT	NET
Nicholson's	Credit note			51.66
EDF	Credit Note			52.87
HSBC	Compensation			100.00