

**St Cleer Parish Council**

**Minutes of a Meeting of the Finance and General Purposes Committee on 10 April 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	In attendance
Martin Shead, Councillor	FGPC Vice Chair	In attendance
Brian Smith, Councillor	FGPC Committee	In attendance from 20.00H
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	<b>Apologies for Absence</b>  Apologies were received and accepted as above	
2	<b>Members declarations</b> a. Disclosable pecuniary interests b. Non-registrable interests c. Declarations of gifts d. Applications for dispensations	
3	<b>Minutes of Previous meeting</b>  Minutes of the previous meeting 13.02.19 were discussed. These were Proposed by SH; Seconded by MS. Motion Carried  Vote: The Minutes were duly signed	

**4 Matters Arising**

Workplan from the Financial Regulations

- Bank reconciliations quarterly to be verified by JP, Bs or BSg with delegated authority
- Due Diligence form to be produced and JP, Bs or BSg delegated to attend
- Land registry to be updated with Clerk contact details

**5 Financial Matters**

12-month analysis

The Clerk Presented the year end from her perspective and noted that a meeting was being held with RIALTAS on 29.4.19 to undertake the year-end figures reconciliation.

Outturn 18-19

There will be a deficit given all of the legacy work undertaken and the car park refurbishment

AGAR

This is in preparation; internal auditor already has the cash book and policies in hand.

Ear Marked Reserves

This was addressed line by line and would be presented to parish for agreement on 24.4.19; proposed by and seconded by MS; carried

Asset	Value	Recent Maintenance	Med/short term	Allocation 2018/2019	Reserve allocation 2019/2020
Pavilion	£ 260,000.00	Roof and boiler	kitchen		£ 5,000.00
Pavilion			TBC	£ 1,000.00	
Skatepark Equipment	£ 50,000.00	Patch repairs	replace	£ 5,000.00	£ 25,000.00
MUGA	£ 1.00	None	surface, boards lights	£ 2,500.00	£ 8,500.00
Outdoor Gym	£ 15,000.00	None	None	£ 1,000.00	£ -
Stand and Dugouts	£ 4,000.00	Patch repairs	None		
Skatepark Shelter	£ 3,800.00	None	None	£ 50.00	£ 2,050.00
Pavilion internal Equip Inc Furniture Fridge	£ 5,000.00	Last purchase tables	Chairs kitchen appliances	£ 500.00	£ 2,500.00
CCTV	£ 1,200.00	None	None	£ 100.00	£ 2,500.00
External Equipment inc tools	£ 10,500.00	Repairs	500	£ 500.00	£ 500.00
Play Area	£ 110,000.00	None	None	£ 4,000.00	£ 8,000.00
Millennium Garden	£ 1.00	None	Refurbish		£ 1,250.00
Toilets	£ 26,800.00	Minor following rebuild	None	£ 500.00	£ 4,000.00
Allotments	£ 3,300.00	None	? fences	£ 500.00	£ 2,500.00
Pavilion Car Park Fences gates			entrance	£ 600.00	£ 6,000.00
Bus Shelters	£ 15,000.00	None		£ 200.00	£ 1,000.00
Benches	£ 2,700.00	repairs	repairs	£ 500.00	£ 3,500.00
Notice boards	£ 1,800.00	none	Repair/replace	£ 150.00	£ 550.00
Office Equip inc Computer Printer	£ 200.00	none		£ 250.00	£ 250.00
Village Car Park				£ 1,000.00	£ 1,000.00
Cashflow cushion	6 months Precept (Update annually)				£ 26,440.00
<b>TOTAL</b>				<b>£ 18,350.00</b>	<b>£ 100,540.00</b>

## Code of Conduct S 2.6

After discussion it was proposed to put the following wording currently an option of two as:

2.6 You must record in a register of interests maintained by the Proper Officer any gifts or hospitality that you are offered or receive in connection with your official duties as a member and the source of the gift or hospitality worth £25 or over

## 6 Risk Register

- GDPR

Item rolled over

## 7 ICO request for an Internal Review

The internal review had been circulated and the Clerk asked that Council agree the final document which had been produced with the DPO appointed. BSG proposed and SH seconded the motion to dispatch the report as presented to the ICO; carried

8 **Business plan / STFS**

Plan Transparency Regulations Audit / Transparency Code

It was noted that as a small parish there was no legal requirement to produce a transparency report or audit; however, it was accepted as good practice to have one. DW proposed and MS seconded the audit accepted by FGPC; Carried

Plan Co-option of Councillor Audit of compliance

MS and DW as elected Councillors would be delegated the authority to undertake this audit at a date T

Audit of compliance audit on Councillors

1. Acceptance of office
2. Register of Interests
3. Code of Conduct confirmation
4. Social Media Compliance (Agreement to policy)

This was conducted at the meeting and found to be satisfactory.

8	<b>Receipts and Payments</b>	
	Payment for the items as indicated was proposed by BSg, seconded by DW and carried.	

PAYEE	REASON	GROSS	VAT	NET
SLCC Cornwall	Training	85		85
The Safe Shop	PostBox	89.95	14.99	74.96
SWW	Water Allotments	50.52	8.38	41.87
CREDITOR	REASON	GROSS	VAT	NET