

**St Cleer Parish Council**

**Minutes of a Meeting of the Finance and General Purposes Committee on 22<sup>nd</sup> June 2020, virtually**

Penelope Andrews, Councillor		
Martin Brunt, 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	Vice Chair, FGPC Committee	Apology
Brian Smith, Councillor	Chair, FGPC Committee	In attendance
Tony Turton, Councillor		
Chris Ullman, Councillor		
Derris Watson, Councillor		
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><b>Apologies for Absence</b></p> <p>Apologies were received and accepted as above</p>	
2	<p><b>Members declarations</b></p> <ol style="list-style-type: none"> <li>a. Disclosable pecuniary interests</li> <li>b. Non-registrable interests</li> <li>c. Declarations of gifts</li> <li>d. Applications for dispensations</li> </ol> <p>None</p>	
3	<p><b>Minutes of Previous meeting</b></p> <p>Minutes of the previous meeting 20 May 2020 were discussed. These were Proposed by SH; Seconded by JP motion Carried</p>	
4	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• HSBC / Financial Ombudsman</li> <li>• BT Contract let</li> <li>• Cheaper waste has issued a credit note for omissions over lockdown</li> <li>• £100 compensation awarded from Cyber Insurance for a failure to load adequately</li> <li>• Mastercard have re-issued the Multipay card as they considered it misused (no unrecognised transactions)</li> </ul>	
5	<p><b>YTD analysis – Rolled over</b></p> <p><b>S137 Notifications - none</b></p> <p><b>AGAR Update / Financial Report</b></p> <p>Rialtas acknowledged that the figures in boxes 7 &amp; 8 ought to agree and have amended the closing document this was identified as the only issue by the Internal Auditor. Parish will now have to agree the new figure (£3k EMR for the Kubota). £50 compensation awarded.</p>	

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	113,383	92,346	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	52,585	52,881	Total amount of Precept income received in the year
3	Total other receipts	18,745	19,740	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	24,022	24,749	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5	Loan interest/Capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	68,346	53,484	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	92,346	86,734	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	92,346	89,734	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	531,680	478,299	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

These figures (Box 7&8) now agree

7	<p><b>Standing Items</b></p> <p><b>Business Plan review (roll over)</b></p> <p><b>Risk Register (To note the addition of HR RA)</b>  The CALC Public toilet RA was discussed and the outcome was an acknowledgement that reopening the St Cleer WC, was at this time, too high risk (document appended) to be raised at Parish on 24.6.20  This was Proposed by JP; Seconded by SH and the motion Carried</p> <p>It was proposed by JP and seconded by SH that prior to reopening the Pavilion and WC a legionella test would be undertaken at both sites. Carried</p> <p><b>Transparency Code</b>  Updated</p> <p><b>Workplan review (roll over)</b></p>
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**ST CLEER PUBLIC TOILETS RISK ASSESSMENT**

Key matter	Guidance
Risks to users	Advice is not to use public toilets if at all possible.
Risks to cleaners	Written agreement from staff that they are prepared to enter the facility and undertake the work
Usage: what is the likely demand on toilets?	Church opening for 1-hour 2/3 times a week; open doors closed; school not fully open  Delivery Drivers / Dog walkers / Tourists

Risk issues	Commentary
Can you provide appropriate materials for hand washing and personal hygiene?	No; Air dryers are not recommended and the St Cleer toilet has an integrated washer dryer unit
Can you maintain a regime of cleaning which provides clean hard surfaces including knobs, handles and taps? <ul style="list-style-type: none"> <li>Replace hand dryers (contact points) with paper towels, this may mean the provision of additional bins.</li> <li>Ensuring that soap and water are available at all times</li> <li>Enhanced cleaning, especially for busy areas and contact points</li> </ul> Need for increased frequency of cleaning <ul style="list-style-type: none"> <li>Disinfecting objects which are contaminated with bodily fluids</li> <li>Provision of hand sanitiser with directions that it is for use before entering the facilities</li> </ul>	NO; not without significant costs incurred in staff time and change of hand washing unit
Anti-social behaviours	Risk: the toilets are a social gathering site for young people
Contact details for staff	Not possible due to limitations of infrastructure
Legionella test undertaken before opening	Authorised
PPE and cleaning protocols for staff and contractors <ul style="list-style-type: none"> <li>Clothing to be washed after use</li> <li>Staff should be fully equipped before leaving a work depot and issued with appropriate and properly fitting PPE, equipment (including a fully charged radio) and materials etc. Use of a checklist is advisable.</li> </ul> Appropriate PPE including <ul style="list-style-type: none"> <li>Disposable single use gloves</li> <li>Disposable single use apron</li> <li>Fluid repellent surgical mask (Type IIR)</li> </ul>	NO; not without significant costs incurred to Parish
<b>Risk Very High</b>	The toilets should not be opened without significantly reducing the risk

FGPC 22.6.20

Parish 24.6.20