

## By Finance and General purposes committee 12.03.25 - ref F2025.03.13.6

	reviewed at F&GP meeting 12.03.25									
unt Transaction										
ne period 1 April 202	24 to 4 February 2025									
Current Account (T1)										
					PC meeting date where					
e	Source	Description	Reference	Spend	payment schedule was authorised	Minute ref	Notes			
		·				As per Financial Regulations -				
						Appendix 1 - ,List of Creditors who are so frequent and stable				
						thatthey do not require				
	00 4 0004	041010101010101010101010101010101010101	Annual membership subs CALC & NALC -	4 000 05	23.04.25	ratification ar Parish prior to payment'				
	26 Apr 2024 Spend Money	CALC ( Cornwall ALC Limited)	2424_136 -	1,232.25	23.04.23	As per Financial Regulations -				
						Appendix 1 - ,List of Creditors				
						who are so frequent and stable thatthey do not require				
			31527 - Y/end 2024 ALPHA closedown R&P			ratification ar Parish prior to				
	26 Apr 2024 Spend Money	Rialtas Business Solutions LTD	Bronze Scheme	682.80	23.04.25	payment'				
	30 May 2024 Spend Money	Katie-Marie Goodwright	May Salary	767.20	28.05.25					
	31 May 2024 Spend Money	Mark Rogers	Electrical Inspection MRE 1930		28.05.25					
	27 Jun 2024 Spend Money	Katie-Marie Goodwright	June Salary + Expenses (REC)		26.06.2025	X26.06.24-11				
	29 Jul 2024 Spend Money	Katie-Marie Goodwright	July salary + expenses		24.07.25	24.07.24-13				
	29 Jul 2024 Spend Money	Cornwall Council	23 - 24 internal audit 8100490242		24.07.25	24.07.24-13				
	06 Aug 2024 Spend Money	Cornwall Council	Rates for Public toilet 2017 - 2019		21.08.25	XO21.08.24				
	30 Aug 2024 Spend Money	Katie-Marie Goodwright	August Salary	1,722.52	21.08.25	XO21.08.24				
	30 Aug 2024 Spend Money	Liskerrett Cleaning Services Ltf	Cleaning Pavilion & Public Toilet Jul/Aug 2408001	555.00	21.08.25	XO21.08.24				
	30 Aug 2024 Spend Money	Stephen Blatchford	13/08/24 - Pitch Cut - 7/24		21.08.25	XO21.08.24				
	30 Aug 2024 Payable Payment	Payment: Apple Retail UK Limited	Clerk Macbook Air AJ72137859		21.08.25	XO21.08.24				
			1/2 Play park repairs Inv 0000056824 (106							
	06 Sep 2024 Spend Money	Playdale Playgrounds Ltd	project)		21.08.25	XO21.08.24				
	27 Sep 2024 Spend Money	Katie-Marie Goodwright	Sept Salary	1,500.44	25.09.25	25.09.2024 - 14				
	27 Sep 2024 Payable Payment	Payment: Liskerrett Cleaning Services Ltf	(PA) Cleaning Pavilion & Public Toilet Aug/Sep - 2409001	532.50	25.09.25	25.09.2024 - 14				
	27 Sep 2024 Payable Payment	Payment: Playdale Playgrounds Ltd	2/2 Play park repairs Inv 0000057297	1,918.93	25.09.25	25.09.2024 - 14				
			GRANT1 - s137 Grant - £500 towards todler		00.40.05	23.10.2024 - 11				
	25 Oct 2024 Payable Payment	Payment: Cleerway Community Church	group rent (grant1)	500.00	23.10.25	23.10.2024 - 11	Difference due to way			
						23.10.2024 - 11	reconciled in Xero but			
	25 Oct 2024 Spend Money	Katie-Marie Goodwright	Salary and expenses	1,570.34	23.10.25		amount is correct			
	25 Oct 2024 Payable Payment	Payment: Playdale Playgrounds Ltd	1/2 Roundabout repair 57560 ( 106 grant ) (REC)	2 824 87	23.10.25	23.10.2024 - 11				
	20 Ook 2021 T dyddio Y dymonk	r dymone r layddio r laygrodnao Eta	(PA) Cleaning Pavilion & Public Toilet	,-		23.10.2024 - 11				
	25 Oct 2024 Payable Payment	Payment: Liskerrett Cleaning Services Ltf	Sep/Oc - 2410001 (REC)		23.10.25					
	29 Nov 2024 Payable Payment	Payment: Allotment Association	EMR funds transfer		27.11.25	27.11.24- 11				
	29 Nov 2024 Payable Payment	Payment: Katie-Marie Goodwright	Nov Salary	2,087.26	27.11.25	27.11.24- 11				
	29 Nov 2024 Payable Payment	Payment: Liskerrett Cleaning Services Ltf	(PA) 2411001 Cleaning Pavilion & Public Toilet Oct/Nov	637.50	27.11.25	27.11.24- 11				
			(REC) 2/2 Roundabout repair 58151 ( 106							
	29 Nov 2024 Payable Payment	Payment: Playdale Playgrounds Ltd	grant )		27.11.25	27.11.24- 11				
	29 Nov 2024 Payable Payment	Payment: Stephen Blatchford	(REC) (PA) 001 - Pitch cutting 11/ 24	680.00	27.11.25	27.11.24- 11				
	10 Dec 2024 Payable Payment	Payment: St Cleer Parish Church	GRANT2 - Grant application £500 grass cutting & general maintenence	500.00	18.12.25	18.12.24-12				
	20 Dec 2024 Payable Payment	Payment: Moorland Fuels	1000l Oil 1056398	614.87	18.12.25	18.12.24-12				
	20 Dec 2024 Payable Payment	Payment: Katie-Marie Goodwright	December Salary + Expenses (REC)	2,477.10	18.12.25	18.12.24-12				
	00 D 0004 D	B	(PA) 2412001 - Cleaning Pavilion & Public		10 10 05	18.12.24-12				
	20 Dec 2024 Payable Payment	Payment: Liskerrett Cleaning Services Ltf HMRC SDDS)	Toilet Nov/Dec (DD) Quarterly PAYE DD		18.12.25 26.03.25					
	23 Jan 2025 Spend Money	UMKC 2002)	(DD) Quarieny PAYE DD	1,118.28	20.03.25	Not yet happened		1		
paration of all do	ocumentation required for	the Annual Parish Council	meeting							
<u> </u>	· .		J							
	Notes									
	Last reviewed 25 00 2	4 ( no new temaplate available) - no cha	0							
ding orders										
ding orders ncial regulations	Last reviewed 21.08.24	4 ( no new temaplate available) - no cha	nges to be made							
nding orders ncial regulations t for F&GP committee	Last reviewed 21.08.24 Last reviewed 21.08.24	4 - no changes to be made	nges to be made							
eument name Inding orders India order	Last reviewed 21.08.24 Last reviewed 21.08.24 Last reviewed 21.08.24	4 - no changes to be made	nges to be made							

Internal control checks - to be reviewed at F&	GP meeting 12.03.25					
Freedom of information procedure and						
Publication Scheme	Last reviewed 22.01.20	025 - no changes to be made				
Code of conduct	Last reviewed 25 00 2/	4 ( no new temaplate available) - No changes to be made				
Code of Conduct	Last reviewed 25.05.25	4 ( no new temapiate available) - No changes to be made				
A 12 - C C 21 12	Orb. B. alla					
Audit of Councillor compliance v	with below					
Acceptance of office						
Register of Interests						
Social Media Policy						
Code of Conduct						
Office Member Protocol						
Induction document						
Standing Orders						
Financial Regulations						
Meeting Schedule						
Good Councillor Guide						
Transparency Code						
. ,						
Above confired receipt in induction pack -						
sent to all by email for e signing	Date signed					
Jonathan Prinn	8/12/2024					
Sue Harbord	6/12/2024					
Ivor Morris	11/12/2024					
Suz Horsfield	05/02/25					
Raymond Pearce	7/12/2024					
Clive Sargeant	Awaiting signature					
Chris Piper	15/1/2025					
Brian Smith	8/1/2025					
Louise Laybury	29/10/2024					
Melvin Gymer	Awaiting signature					
Finanacial Regs						
Complience required		Findings 12.02.25				
2.4 - At least once a year, the council museffectiveness of its system of internal control.  Annual Governance Statement.	st review the before approving the					
2.5 - The accounting control systems determust include measures to:	rmined by the RFO	achieved 12.03.25 - RA up to date,				
- ensure that risk is appropriately managed;		internal control policy up to date and followed				
		achieved 12.03.25 - full compliance with financial procedures and monthly councillor bank reconcilation check carried out with councillors				
- ensure the prompt, accurate recording of financial transactions;		achieved 12.03.25 - full compliance with financial prociedures and mnth. bank reconcilation check with				
- prevent and detect inaccuracy or fraud; and		councillors				
- allow the reconstitution of any lost records;		NA - no lost record sidentified				
- identify the duties of officers dealing with transactions and - ensure		We have 1 member of staff so duties are shared with chair of fiannce where appropriate / practical, as per internal				
division of responsibilities		controls policy				
2.6 - At least once in each quarter, and at eac member other than the Chair or Chair of Fina to verify bank reconciliations (for all accounts The member shall sign and date the reconcili	nce shall be appointed produced by the RFO. ations and the original					
bank statements (or similar document) as evi activity, including any exceptions, shall be rep		This has been done monthly since October 2024 date - fully compliant.				
bank statements (or similar document) as evi activity, including any exceptions, shall be rep		This has been done monthly since October 2024 date - fully compliant.				
bank statements (or similar document) as evi		October 2024 date - fully compliant.				

Internal control checks - to be reviewed at F&	GP meeting 12.03.25						
23.10.24	Jon prinn	SLCC £1501.46 overpaid by 10p- BT - missing invoice to check - this was added after ( was a standard direct debit amount)					
27.11.24	Clive sargeant	No Anomilies					
18.12.24	Suz horsfield	No Anomilies					
22.01.25	Louise Laybury	No Anomilies					
26.02.25	Raymond Pearce	- A difference found in pay slip amount and amount paid - this was explained by a note on the payment Xero due to tax underpayment re- payment	in				
Transparency Audit info							
	Findings 12.03.25						
All Meetings Agenda advertised with at least 3 clear days' notice	Achieved						
All Meetings Minutes published on website	Achieved						
Regular audit of banking reconciliation	Achieved						
Councillor Register of Interests	See below						
Councillor Acceptance of office / Code of Conduct confirmation	See above "Audit of councillors "	Councillor compliance with below"	below "Details on info above for current				
Councillor Social Media Compliance	See above "Audit of	Councillor compliance with below"					
Tenders	NA						
Details on info above for current councillors							
	ROI updated	Acceptance of office	Notes				
Sue Harbord	26/11/2024	22/5/2024					
Jonathan Prinn	17/11/2024	25/5/2023					
Raymond Pearce	21/8/2024	21/8/2024					
Clive Sargeant	25/9/2024	21/8/2024					
Chris Piper	1/7/2024	1/7/2024					
Brian Smith	27/11/2024	9/4/2024					
Louise Laybury	30/10/2024	23/10/2024					
Ivor Morris	12/5/2021	12/5/2021					
Suz Horsfield	27/11/2024	13/12/2023					
Melvin Gymer		26.02.25					
Internal control policy - review effectiness							
Notes 12.03.25							
		rill add all payents over £500 for review					