

ST CLEER PARISH COUNCIL

Minutes of the Finance and General Purposes Committee meeting of the Parish Council held on 9th April 2025 at 7pm at The Sports Pavilion, Sports Field, St Cleer.

Minutes written by Clerk Katie-Marie Goodwright on 10.04.2025

Agenda points are in black and minutes are in blue

Reference	Item
2025.04.09-1	<p>Persons Present/Apologies To note persons, present and receive apologies for absence.</p> <p>Minutes: Present - Clerk Katie-Marie Goodwright, Cllrs Prinn ▾ Harbord ▾ Pearce ▾ Piper ▾ Absent - Smith ▾</p>
2025.04.09-2	<p>Receive any Declarations of Interest from Members/Dispensations</p> <ul style="list-style-type: none"> - Disclosable pecuniary interests - Non-registrable interests - Declarations of gifts - Applications for dispensations <p>Minutes: - None</p>
2025.04.09-3	<p>Allow up to 15 Minutes for members of the public to address the council</p> <p>Minutes: - None</p>
2025.04.09-4	<p>TO REVIEW AND APPROVE previous F&GP meeting minutes 12.03.25</p> <p>Minutes:</p> <p>Cllr Harbord ▾ proposed to accept the previous F&GP meeting minutes from 12.03.25, with amended drafted date of 17.03.25 - not 17.05.25</p> <p>Cllr Pearce ▾ seconded</p> <p>Outcome: Carried ▾</p> <p>Minutes signed by Cllr Harbord at the meeting</p>
2025.04.09-5	<p>To NOTE - transaction from 28.02.25 for £739.50 ref "(PA) Jan / Feb cleaning 2502001 (REC)" was entered to Xero with the contact Liskeard Property Management but has been corrected to be Liskerret Cleaning services - payment was made correctly at the time just miss entry in Xero</p> <p>Minutes: - Above noted</p>
2025.04.09-6	<p>To REVIEW and ACCEPT the terms of reference from Cornwall Council for internal audit</p> <p>Minutes:</p> <p>Cllr Harbord ▾ proposed to accept Cornwall Councils terms of reference for the internal audit</p> <p>Cllr Pearce ▾ seconded</p>

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	Outcome: Carried ▼
2025.04.09-7	<ul style="list-style-type: none"> - To RECEIVE the year end financial reports, and RECOMMEND to full council for approval. To include; <ul style="list-style-type: none"> - Budget report with explanations for any significant or unanticipated variances <p>Minutes:</p> <ul style="list-style-type: none"> - Includes bank reconciliations from 31st March <p>CLlr Pearce ▼ proposed to recommend the year end financial reports to full council for approval</p> <p>CLlr Piper ▼ seconded</p> <p>Outcome: Carried ▼</p>
2025.04.09-8a 2025.04.09-8b	<p>To COMPLETE / REVIEW answers to Annual Governance and Accountability Return 2024/25, to RECOMMEND to full council for approval</p> <ul style="list-style-type: none"> - 7a - Annual Internal Audit Report 2024/25 (page 3) - 7b - Section 1 – Annual Governance Statement 2024/25 (page 4) - 7c - Section 2 – Accounting Statements for 2024/25 (page 5) <p>Minutes:</p> <ul style="list-style-type: none"> - Numbers above should be 8, not 7 <p>8a - this will be done by the internal auditor</p> <p>8b - Section 1 answers agreed below with notes</p> <p>1 - Yes</p> <ul style="list-style-type: none"> - <i>new accounting system which is proficiently used, regular financial reconciliations, monthly financial summaries, clerk undertaking training i.e ILCA and FILCA, accountants have assisted with Xero set up, we have reviewed financial regs, transparency audit completed.</i> <p>2 - Yes</p> <ul style="list-style-type: none"> - <i>As per following our Internal control policies and new financial regs.</i> <p>3 - Yes</p> <ul style="list-style-type: none"> - <i>H&S company in place, ongoing clerk training i.e FOI</i> <p>4 - Yes</p> <ul style="list-style-type: none"> - <i>We compiled</i> <p>5 - Yes</p> <ul style="list-style-type: none"> - <i>Updated Risk register, have adequate insurance fully covering assets, followed internal controls policy</i>

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2025.04.09-8c	<p>6 - Yes</p> <ul style="list-style-type: none"> - <i>We have as per internal control, which is evolving as Clerk undergoes training / further develops systems in place</i> <p>7 - Yes</p> <ul style="list-style-type: none"> - <i>Points reviewed and addressed</i> <p>8 - Yes</p> <ul style="list-style-type: none"> - <i>We have considered but none applicable</i> <p>9 - NA</p> <ul style="list-style-type: none"> - <i>No trust funds</i> - <p>Cllr Prinn proposed to accept the above answers to Section 1 of the Agar for 24/25, and recommend to full council for approval</p> <p>Cllr Pearce seconded</p> <p>Outcome: Carried</p> <p>19.34 Cllr Prinn left the room 19.36 Cllr Prinn returned to the room</p> <p>19.42 Cllr Piper left the room not to return</p> <p>8c</p> <p>Cllr Harbord proposed to accept the figures proposed in section 2 of the Agar for 24/25 to recommend to full council for approval</p> <p>Cllr Pearce seconded</p> <p>Outcome: Carried</p>
2025.04.09-9	<p>To REVIEW the VAT return for 24-25 and RECOMMEND to full council for submission to HMRC</p> <p>Minutes:</p> <p>Cllr Prinn proposed to recommend the 24-25 VAT return of £5826.88 to full council for approval</p> <p>Cllr Pearce seconded</p> <p>Outcome: Carried</p>
2025.04.09-10	<p>To REVIEW and ACCEPT the Transparency Audit for 24 -25</p> <p>Minutes:</p> <ul style="list-style-type: none"> - <i>Amendments made for most current updates</i>

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	<p>CLlr Pearce ▾ proposed to accept the Transparency Audit for 24-25</p> <p>CLlr Prinn ▾ seconded</p> <p>Outcome: Carried ▾</p>
2025.04.09-11a	<p>To REVIEW the following policies to RECOMMEND to Full Council, to be reviewed in 1 year</p> <ul style="list-style-type: none"> - 11a - Financial regulations 25-26 <ul style="list-style-type: none"> - <i>Updates of latest NALC recommendations in yellow 5.4, 5.7 and 5.11 -</i> - 11b - Standing orders <ul style="list-style-type: none"> - <i>1 update in yellow</i> - 11c - TOR for F&GP Committee <ul style="list-style-type: none"> - <i>1 update in yellow</i> - 11d - TOR for HR committee <ul style="list-style-type: none"> - <i>1 update in yellow</i> <p>Minutes:</p> <p>11a-</p> <p>CLlr Pearce ▾ proposed to recommend the updated Financial Regulations for 25-26 to full council, to be reviewed in 1 year</p> <p>CLlr Prinn ▾ seconded</p> <p>Outcome: Carried ▾</p>
2025.04.09-11b	<p>11b</p> <p>CLlr Harbord ▾ proposed to recommend the updated Standing Orders for 25-26 to full council, to be reviewed in 1 year</p> <p>CLlr Pearce ▾ seconded</p> <p>Outcome: Carried ▾</p>
2025.04.09-11c	<p>11c</p> <ul style="list-style-type: none"> - Wording around substitutes updated <p>CLlr Prinn ▾ proposed to recommend the updated TOR for Finance and General Purposes Committee for 25-26 to full council, to be reviewed in 1 year</p> <p>CLlr Pearce ▾ seconded</p> <p>Outcome: Carried ▾</p>
2025.04.09-11d	<p>11d</p> <ul style="list-style-type: none"> - Wording around substitutes updated <p>CLlr Prinn ▾ proposed to recommend the updated TOR for HR Committee for 25-26 to full council, to be reviewed in 1 year</p> <p>CLlr Pearce ▾ seconded</p> <p>Outcome: Carried ▾</p>

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2025.04.09-12	Date of next meeting: 31.05.25 Minutes: Correction - next meeting date is 21st May 25
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Meeting closed at: 20.30

To be ratified by finance and general purpose committee on 21.05.25

Signed by:

Date signed:

Note for minutes viewed from our website from - only draft minutes are uploaded to the website from 12.03.25.

Where drafted minutes require changes upon ratification, a modified document will be uploaded to the website with changes highlighted