

Minutes of the Finance, Staffing, General Purposes and Audit Meeting of St Mewan Parish Council held in Trewoon Village Hall on Wednesday 5<sup>th</sup> July 2017 commencing at 7.00 pm

**Present** Cllrs Mrs P Tarbox Mrs J Ringrose, C Passmore, B Harrison, D Nicklin, D Holman

**In Attendance** Mrs W Yelland – Clerk, Cllr Mrs Padley, Cllr Mrs Mitchell, J Spencer, R Wallis

**Public Attendance**

None

**FSGPA1/17 Election of Chair 2017/18**

It was

**RESOLVED** to elect Cllr Kneller as Chairman. Prop Cllr Passmore, sec Cllrs Mrs Tarbox. All in favour.

**FSGPA2/17 Election of Vice- Chair 2017/18**

It was

**RESOLVED** to elect Cllr Mrs Tarbox as Vice – Chair 2017/18. Prop Cllr Mrs Ringrose, sec Cllr Spencer. All in favour.

**FSGPA3/17 Apologies**

Cllr Kneller. Received and duly accepted

**FSGPA4/17 Declarations of Interest**

None

**FSGPA5/17 Dispensation Requests**

None

**FSGPA6/17 Public Participation**

None

**FSGPA7/17 Previous Minutes**

It was

**RESOLVED** to adopt the minutes of the meeting held on 13<sup>th</sup> October 2016 as a true and accurate record. Prop Cllr Mrs Ringrose, sec Cllr Mrs Tarbox.

**FSGPA8/17 Matters Arising**

No matters arising

**FSGPA9/17 Payments of Accounts**

The clerk read invoices for authorisation of payment. Contractor invoices to discuss at Full Council before payment is made.

It was

**RESOLVED** to pay remaining invoices, as presented for cheque signing. Prop Cllr Mrs Tarbox, sec Cllr Passmore.

**FSGPA10/17 Financial Risk Management**

It was

**RESOLVED** to appoint Cllr Mrs Ringrose and Cllr Passmore to carry out the internal control checks. Prop Cllr Holman, sec Cllr Mrs Tarbox.

**FSGPA11/17 Internal Audit Report (Cllrs received 8<sup>th</sup> May 17)**

Discussion took place on all items for council to consider and noted. To investigate further storage for the required document retention schedule of parish records. Two policies to be adopted. Agreed a suitable chair to be purchased. Assets are work in progress. Trusts are work in progress.

**FSGPA12/17 Financial Report (April – June 17)**

Members received a copy of budget against expenditure. Current bank statement to end of June 2017 against reconciliation. New Cllrs require further explanation on budget and precept. Cllr Harrison and new Cllrs would like the clerk to spare some time to explain the reporting of the Scribe accounting. The clerk also suggested training on Roles and Responsibilities of Cllrs and will ask CALC and other Parish Councils if St Mewan can join a training evening with them to share the costs. Cllr Wallis, Cllr Passmore, Cllr Mrs Tarbox, Cllr Nicklin, Cllr Holman and Cllr Harrison wish to attend. To enter budget receipt figures on Scribe.

It was

**RESOLVED** to accept the bank figure as correct as at June 17. Prop Cllr Mrs Tarbox, sec Cllr Mrs Ringrose. All in favour.

**FSGPA13/17 Banking**

The clerk was asked to report about alternative arrangements for banking. It was agreed the current banking arrangements are not suitable.

It was

**RESOLVED** to discuss at Full Council. Prop Cllr Mrs Tarbox, sec Cllr Harrison.

**FSGPA14/17 Update on Trewoon Village Hall & Recreational Ground Charity Status**

The clerk gave an update and further correspondence from the solicitor. It was **AGREED** to discuss at Full Council on member names required.

There being no other business the Chairman closed the meeting at 8.50 pm.

**Committee Members**

- Cllr Mr J Kneller – Chairman
- Cllr Mrs Tarbox – Vice Chair
- Cllr Mrs Ringrose
- Cllr Passmore
- Cllr Holman
- Cllr Nicklin
- Cllr Harrison

Signed.....

Chairman of Finance, Staffing, General Purposes and Audit Committee

Date:.....