

Minutes of the Finance, Staffing, General Purposes and Audit
Committee Meeting of St Mewan Parish Council held in St
Marks Church Hall in Sticker on Wednesday 4th October 2017
commencing at 7.00 pm

Present Cllr Kneller (Chairman) Cllr Mrs P Tarbox (Vice Chairman) Mrs J Ringrose, B Harrison, D Holman

In Attendance Mrs W Yelland – Clerk, Cllr Mrs Padley, Cllr Mrs Mitchell

Public Attendance

Ms Jane Cornelius

The chairman thanked everyone for attending.

FSGPA15/17 Apologies

None

FSGPA16/17 Declarations of Interest

None

FSGPA17/17 Dispensation Requests

None

FSGPA18/17 Public Participation

None

FSGPA19/17 Previous Minutes

It was

RESOLVED to adopt the minutes of the meeting held on the 5th July 2017 as a true and accurate record. Prop Cllr Harrison, sec Cllr Mrs Tarbox.

FSGPA20/17 Matters Arising

No matters arising

FSGPA21/17 Payments of Accounts

The chairman read the pay schedule for authorisation of payment.

It was

RESOLVED to approve the payments by BACS and cheque signing. Prop Cllr Holman, sec Cllr Mrs Tarbox.

FSGPA22/17 External Audit year ending March 2017.

The clerk presented the Conclusion of Audit and confirmed there were no queries raised.

It was

RESOLVED to approve the Conclusion of Audit for publication. Prop Cllr Kneller, sec Cllr Harrison.

FSGPA23/17 Financial Report April 17 to September 17

Members received the financial reporting statement giving the bank as at 30th Sept 17, detailing expenditure against budget to date, reserves held and projected expenditure to year end with a projected bank as at year end March 18. The clerk's report also included a draft budget proposal for 18/19 including some proposed projects and services the council may wish to undertake resulting from the Full Council meeting held on the 13th September 17. The chairman Cllr Kneller discussed with members to consider additional spend in the current financial year 17/18 and recommends prioritising expenditure for 18/19. The council are also currently awaiting tender submissions and costings.

It was

RESOLVED to approve the financial report and bank reconciliation ending 30th September 2017. Prop Cllr Kneller, sec Cllr Mrs Ringrose. Other items reported were noted for further discussion.

FSGPA24/17 Unity Bank

It was

RESOLVED to

- a) Approve £500.00 deposit opening Polgooth PF bank account
- b) Approve £500.00 deposit for opening Trewoon PF bank account
- c) Approve payment of £20000.00 to Polgooth PF Account
- d) Approve internal transfers that may be required
Prop Cllr Holman, sec Cllr Harrison.
- e) The clerk reported the council are still awaiting documents from Wellers Hedleys for the council to sign enabling the process of the new account.

FSGPA25/17 Parish Council Projects

It was

RESOLVED to order ID cards for expenditure in the 17/18 Admin budget. Prop Cllr Kneller, sec Cllr Harrison. **Action: Clerk**

Members discussed the project and services list. **NOTED** for further discussion.

FSGPA26/17 Play Equipment Insurance

It was

RESOLVED to accept and pay the additional premium of £216.60 for the revised list of new and existing play equipment. Prop Cllr Mrs Tarbox, sec Cllr Holman.

FSGPA27/17 Scribe training day

It was

RESOLVED for the clerk to attend the above training. Prop Cllr Kneller, sec Cllr Mrs Tarbox.

FSGPA28/17 Correspondence received

1. HMRC – Tax and NI contributions can no longer be paid via the Post Office from December 17.

FSGPA29/17 Public Bodies (Admission to Meetings) Act 1960.

It was

RESOLVED in view of the confidential nature of the business about to be transacted it is advisable that the press and public be excluded and are instructed to withdraw during the discussion of the following item

Prop Cllr Kneller, sec Cllr Mrs Tarbox.

FSGPA30/17 Confidential

The clerk left the room. Members discussed the clerk’s remuneration and unanimously agreed the performance has been excellent considering the major project of the Playing Fields. The parish council continues to be more proactive, striving to deliver a quality of services.

It was

RESOLVED and recommend to Full Council to remunerate the clerk from 1st April 2018 on the appropriate NJC pay scale point to reflect the increasing responsibilities required within the parish. Prop Cllr Mrs Tarbox, sec Cllr Harrison. All in favour.

There being no other business the Chairman closed the meeting at 8.30 pm.

Recommendations:

1. To approve and publish the External Conclusion of Audit
2. To purchase ID cards
3. To remunerate with the appropriate NJC scale point pay rise from April 1st 2018.

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:.....