

## MEETING NO. 1072

### Minutes of the FEOCK PARISH COUNCIL MEETING FINANCE & GENERAL PURPOSES COMMITTEE held on Wednesday 25<sup>th</sup> June 2014 at The Parish Council Office at 7.15pm

**Members Present:**

M Kemp (Carnon Downs)  
R Andrew (Feock)  
L West (Feock)  
D Kiernander (Devoran)

**In Attendance:**

Debra Roberts, Parish Clerk & Responsible Finance Officer  
No members of the public were present

**CHAIRMAN: Councillor M Kemp**

**1. INTRODUCTION**

The Chairman welcomed everyone to the meeting.

**2. APOLOGIES**

No apologies for absence had been received.

**3. DECLARATIONS OF INTEREST**

Cllr Andrew made the following declaration of interest statement.

"I (Cllr Andrew) declare an interest in planning matters related either directly or in proximity to my land and property in Feock. For the public record, I am an employee of Cornwall Council working on the Localism Agenda. I have been advised by the Monitoring Officer that as a Parish Councillor I have no personal interest in the Neighbourhood Planning Agenda and related issues. However, if during the course of discussions issues are discussed of which I have a personal involvement it may be appropriate to leave the meeting and take no further part in the debate and for it to be recorded in the minutes"

**4. PUBLIC PARTICIPATION**

There were no members of the public present at the meeting.

**5. UPDATED STANDING ORDERS & FINANCIAL REGULATIONS**

The Clerk was in the process of comparing our Standing Orders and Financial Regulations with the model ones provided by CALC and this work would be completed by the next Finance & General Purposes Committee meeting.

**ACTION: Clerk to highlight differences between Model Standing Orders and Financial Regulations and existing and recommend any amendments**

**6. FINANCIAL UPDATE & INTERNAL AUDIT**

The Clerk advised that the Internal Audit had been completed and sent off to Grant Thornton (External Auditors) by the deadline which was 30<sup>th</sup> June, Grant Thornton have also acknowledged receipt of the audit forms. The deadline for members of the public to ask to inspect the accounts for the year 2013/14 was Friday 27<sup>th</sup> June, so far no one had requested this.

The Clerk issued those present with a report showing Budget v Actuals to date and bank reconciliation statements. There was nothing out of the ordinary to note from the report, we were currently running under budget. The Clerk ran through the expected costs for the next month. The Clerk to check the level of spend that she had before requiring authorisation from the Council.

The current account bank balance was £37,703.81. Bank reconciliations had been carried out on all accounts and these were correct. Income for the year to date was £53,022, expenditure for the year to date was £28,381. The money in the Pension account had been transferred to the Current account on the advice of the Internal Auditor.

The Clerk ran through the debts to the Council and it was agreed for legal advice to be sought in relation to a lease and any payments made to date.

**ACTION: Clerk to seek legal advice and check accounts**

The Clerk advised that the Council has two bonds, the maturity dates were 27<sup>th</sup> October 2014 (£50K) and 9<sup>th</sup> November 2015 (£150K) with 3.5% interest rate. The interest rate on the Public Works Loan was 3.35% and this ended on 28/05/2037.

**ACTION: Clerk to find out details of early redemption fees**

Cllr Andrew asked the interest rate on our reserve account, the Clerk advised this was 0.05%. Cornwall Council were running a financial scheme with a much better interest rate. Santander also had an account with a higher interest rate and it may be worth transferring the money.

**ACTION: Clerk to investigate Cornwall Council scheme and other bank accounts to ensure best interest rate was achieved**

It was agreed that all members of the Finance & General Purposes Committee should be listed on the bank mandate.

**ACTION: Clerk to add Cllrs Kiernander, West and Smithies to bank mandate**

**Funding**

We were waiting to hear the outcome of the Our Place Funding application for £10,000 for the Parish Lengthsman and Local Transport Scheme, it was hoped we would hear about this shortly. This money could not be spent on equipment, but could be spent on professional advice related to the project, staff time, administration costs, publicity, consultation and recruitment days etc. Age UK and CRCC were happy to work with us on this project.

Cllr Andrew proposed if we were successful in our bid, that a student be sought as Project Officer (to be managed by the Clerk) for 3 months as the Clerk nor any members of the Transport group had the capacity to do the research for this project. It was agreed to raise this at the full Council Meeting on 2<sup>nd</sup> July.

The Clerk would be putting together a bid to Cory for £10K for upgrading Devoran Recreation Ground, she would be working with a local landscape architect on this as well as Cllrs Gordon and Shankland. The Clerk was also applying to the War Memorials Trust for funding for the lettering for the missing names from the Devoran War Memorial.

**7. STAFFING UPDATE**

The Clerk advised that the Assistant Clerk had started working towards the Introduction to Local Council Administration Certificate and herself the Certificate in Local Council Administration, which by the end would mean she was a qualified Clerk. Cllr Andrew requested that the Clerk look into Quality Council status.

**ACTION: Clerk to investigate Quality Council status**

Cornwall Council were running Code of Conduct Training for members and staff, a provisional date for this to be held in the Parish Council Office was 2<sup>nd</sup> September.

The Clerk had given CALC the contact details for Bid Writing trainer, if they would be running this for their members then the Clerk would arrange for this to be run just for herself and the Assistant Clerk but open this up to other neighbouring parishes as this would be more economical.

**ACTION: Clerk to speak to CALC**

It was suggested to close the office on Thursdays and Fridays during the School Summer holidays, the Clerk would raise this at the full Council meeting. However in principle those present were in agreement. The Clerk had excess hours due to her and she could take some of these during the holidays and the rest as annual leave. The Clerk would publicise the closed days in advance to the public. The Assistant Clerk worked 3 days a week currently (Mondays, Tuesdays and Thursdays), but for the holidays only, would change these to Monday, Tuesday and Wednesday.

The Clerk advised that she and the Assistant Clerk kept a spreadsheet showing their working hours which any members were welcome to see. These were sent to the Chairman every 4 weeks.

**8. HEALTH & SAFETY**

The Clerk advised there was only one immediate safety issue which was the wall on Point Quay. She was getting quotes for this and would arrange for this work to be carried out as soon as possible. Listed Building Consent was required, however there was no charge for this.

The fire alarm system was being tested jointly with the Pre-School in the Market Hall on a weekly basis. The Clerk would arrange a 6 monthly full evacuation in conjunction with the IT business upstairs from the office.

**ACTION: Clerk to arrange full evacuation**

The Risk Assessments had been completed and actions discussed.

**UNDER THE S100A LOCAL GOVERNMENT ACT 1972 (as amended) MEMBERS OF THE PUBLIC LEFT THE MEETING**

There being no further business the meeting closed at 8.30pm.

**DATE OF NEXT MEETING: Tuesday 23<sup>rd</sup> September 2014, Parish Council Office at 7.00pm**