

## MEETING NO.

### Minutes of the FEOCK PARISH COUNCIL FINANCE & GENERAL PURPOSES MEETING held on Monday 4<sup>th</sup> November 2021 at the Parish Council Office, Devoran at 7pm

WARDS	CARNON DOWNS P Lightfoot	DEVORAN B Thomas M Steel	FEOCK B Robson
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In attendance: Debra Roberts, Parish Clerk & Responsible Finance Officer

CHAIRMAN: Councillor Lightfoot

#### 1. INTRODUCTION

The Chairman welcomed everyone to the meeting.

#### 2. APOLOGIES

No apologies had been received.

#### 3. APPROVAL OF MINUTES OF THE MEETING HELD ON 22<sup>nd</sup> OCTOBER 2020

**RESOLUTION: CLLR STEEL PROPOSED THAT THE MINUTES OF THE MEETING HELD ON 22<sup>nd</sup> OCTOBER 2020 AS CIRCULATED BY THE CLERK BE CONFIRMED AS A TRUE RECORD, AND SIGNED BY THE CHAIRMAN. THIS WAS SECONDED BY CLLR LIGHTFOOT AND WAS CARRIED BY THE MEETING.**

#### 4. DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 5. PUBLIC PARTICIPATION

There were no members of the public present.

#### 6. APPROVE DIRECT DEBIT LIST

The Clerk circulated a list of all the payments we make by direct debit and asked the Committee to review these. Every payment including these direct debits were listed on the monthly Accounts for Payment list that was circulated at each Full Parish Council meeting.

**RESOLUTION: CLLR THOMAS PROPOSED THAT THE DIRECT DEBIT LIST AS CIRCULATED BE APPROVED, SECONDED BY CLLR STEEL AND CARRIED UNANIMOUSLY BY THE MEETING.**

#### 7. INTERNAL AUDITORS REPORT

##### Internal Controls Policy

The Clerk advised that the Auditor had raised the issue of the internal controls policy and Councillors carrying out spot checks which was not currently happening. It was agreed for the Clerk to set up a rota between the members of this committee to come in once a month to do a spot check comparing invoices that had been paid to the payments that had gone out of our bank.

##### Review of Financial Risk Assessment

The Clerk circulated an updated version of the Risk Assessment which had been amended following recommendations from the Internal Auditor.

**RESOLUTION: CLLR THOMAS PROPOSED THAT THE FINANCIAL RISK ASSESSMENT HAS THE ABOVE ITEMS ADDED AND WITH THE INCLUSION OF THOSE IS APPROVED, SECONDED BY CLLR STEEL AND CARRIED UNANIMOUSLY BY THE MEETING.**

**Adoption of Investment Strategy**

The Clerk circulated a draft Investment Strategy which had been drafted following recommendations from the Internal Auditor.

**RESOLUTION: CLLR STEEL PROPOSED THAT THE FINANCIAL RISK ASSESSMENT HAS THE ABOVE ITEMS ADDED AND WITH THE INCLUSION OF THOSE IS APPROVED, SECONDED BY CLLR LIGHTFOOT AND CARRIED UNANIMOUSLY BY THE MEETING.**

**8. PUBLIC WORKS LOAN (PWL)**

The Clerk advised that the statement showing the position of the PWL would be circulated after the meeting.

**9. DRAFT BUDGET FOR 2022/2023**

The Clerk had circulated prior to the meeting the draft budget based on our current spending and included some suggested items such as new noticeboards and weed control, although weed control was going to be reviewed by the Parish Council in the new year as to whether they wished to do this or not. The Clerk would check if the costs of the new monthly play park safety inspections had been included.

**RESOLUTION: CLLR LIGHTFOOT PROPOSED THE BUDGET CIRCULATED BE RECOMMENDED TO THE FULL COUNCIL ONCE THE CHECKS MENTIONED HAD BEEN CARRIED OUT, SECONDED BY CLLR THOMAS AND CARRIED UNANIMOUSLY BY THE MEETING.**

**10. PRECEPT LEVEL FOR 2022/23**

The Clerk had circulated the new taxbase figure for 2022/23 which was the number of properties that Council Tax was collected from and the figure we used to work out the impact of our precept request on households. The precept amount needed to be advised to Cornwall Council by the end of December so there was still time at both the November and December Parish Council meetings to decide the precept level.

Cllr Steel requested up to date information about the number of holiday lets registered in the Parish and the Clerk said she would try to obtain this information.

The Clerk advised that our reserves were now very much depleted by the major projects we had done over the last year and the Council needed to look carefully at the precept amount as we no longer had reserves to fall back on. The precept had not been increased the last year and the budget was not balanced and required reserves to balance it.

**RESOLUTION: CLLR LIGHTFOOT PROPOSED A PRECEPT LEVEL FOR 2022/23 OF £143,056 WHICH GAVE A SURPLUS OF £10K FOR RESERVES BE RECOMMENDED TO FULL COUNCIL, SECONDED BY CLLR STEEL AND CARRIED UNANIMOUSLY.**

***S100A LOCAL GOVERNMENT ACT 1972 (as amended) - Members of the press and public may be excluded from any discussion on the following items on the basis of the likely enclosure of exempt information***

**11. INCREMENTS FOR PARISH COUNCIL STAFF DUE IN SEPTEMBER AND DECEMBER 2021**

The Clerk advised that increments were due for staff to progress through their scale as follows, these were not automatically awarded and the Council needed to agree these.

Parish Clerk – Increase to SCP 36 (top of scale) an increase of £909.73 per annum from 1<sup>st</sup> September (34 hours a week)

Assistant Clerk - Increase to SCP 26, increase of £590.54 per annum (25 hours a week)

HAIRE Co-ordinator – Increase to point 20, increase of £510 per year from 22nd December 2021 (37 hours a week)

Administration Assistant – Increase to point 3 – increase of £158 per year from 9th December 2021 (16 hours a week)

The Clerk left the meeting.

**RESOLUTION: CLLR THOMAS PROPOSED THAT ALL STAFF BE AWARDED THE INCREMENTS AS SET OUT, SECONDED BY CLLR LIGHTFOOT AND CARRIED UNANIMOUSLY.**

There being no further business the meeting closed at 8pm