

## MEETING NO. 1220

### Minutes of the FEOCK PARISH COUNCIL FINANCE & GENERAL PURPOSES MEETING held on Monday 29<sup>th</sup> October 2018 at the Parish Council Office, Devoran at 6pm

WARDS	CARNON DOWNS	DEVORAN	FEOCK
	P Lightfoot	C Johnson	R Andrew
	R Brickell		

In attendance: Debra Roberts, Parish Clerk & Responsible Finance Officer

CHAIRMAN: Councillor Lightfoot

#### 1. INTRODUCTION

The Chairman welcomed everyone to the meeting.

#### 2. APOLOGIES

Apologies were received from Cllr Parker.

#### 3. APPROVAL OF MINUTES OF THE MEETING HELD ON 16<sup>th</sup> OCTOBER 2017

**RESOLUTION: CLLR ANDREW PROPOSED THAT THE MINUTES OF THE MEETING HELD ON 16<sup>TH</sup> OCTOBER 2017 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 ANDREW PROPOSED THAT THE DIRECT DEBIT LIST AS CIRCULATED BE APPROVED, SECONDED BY CLLR JOHNSON AND CARRIED UNANIMOUSLY BY THE MEETING.**

#### 7. FINANCIAL RISK ASSESSMENT & INTERNAL CONTROLS POLICY

The Clerk circulated copies of the Councils Financial Risk Assessment and also the Internal Controls Policy for the Committee to review.

It was agreed to add the following points to the Financial Risk Assessment.

- Inadequate Insurance
- FSCS banking thresholds
- Ensure Standing Orders and Financial Regulations for authorisation of payments are followed
- IT security and regular backups of data

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

The Clerk confirmed that spot checking of financial records was included in the Internal Controls Policy and she would email all the Committee members to request they come in to carry out a spot check of the financial records regularly.

The Clerk could check the retention period for financial records with the Internal Auditor.

#### **8. EXTERNAL AUDIT REPORT**

The Clerk had circulated the External Auditor report, there was one issue that had been raised with regards to the dates for the public inspection of accounts being incorrect, the Clerk advised that the dates supplied had been adhered to and she was unsure why this had been raised as an issue. There were no other issues of concern raised.

#### **9. PUBLIC WORKS LOAN (PWL)**

The Clerk advised that the current outstanding amount on the Public Works Loan was £106,538.07 and a payment of £3,812.56 was due in November.

#### **10. DRAFT 3 YEAR BUDGET FOR 2019/2020, 2020/21, 2021/22**

The Clerk had circulated prior to the meeting the draft budget for the next 3 years. This was based on the current years spend and the 3 year budget that had been agreed last year. One amendment was made to the energy costs.

There was a discussion regarding the rent charged for the office and pre-school and it was agreed to leave the rent charges unchanged.

**RESOLUTION: CLLR LIGHTFOOT PROPOSED WITH THE AMENDMENT THE BUDGET BE RECOMMENDED TO FULL COUNCIL FOR APPROVAL AT THE NOVEMBER MEETING, SECONDED BY CLLR JOHNSON AND CARRIED UNANIMOUSLY BY THE MEETING.**

#### **11. PRECEPT LEVEL FOR 2019/20**

The Clerk advised that the taxbase figure for 2019/20 which was the number of properties that Council Tax was collected from was not yet available from Cornwall Council. It was likely this would be available towards the end of the w/c 5<sup>th</sup> November so this may not be available in time for the discussion at the Full Parish Council. The precept amount needed to be advised to Cornwall Council by the end of December so there was still time at the December Parish Council meeting to decide the precept if the Council wished to wait until the up to date taxbase figure was known before setting the precept level. The current years taxbase figure could be used to give an approximate idea.

The Committee agreed not to make a recommendation to Full Council until the taxbase figure was known, therefore the Clerk would put this item on the agenda for discussion by the Full Council in November, this could be deferred to December if the taxbase figure was not available in time.

***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***

There being no further business the meeting closed at 6.55pm