#### MEETING NO.

# Minutes of the FEOCK PARISH COUNCIL MEETING FINANCE & GENERAL PURPOSES COMMITTEE MEETING held remotely via Zoom on Wednesday 21<sup>st</sup> October 2020 at 6.30pm

Present: WARDS CARNON DOWNS DEVORAN FEOCK

P Lightfoot M Steel

S Parker

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

CHAIRMAN: Councillor Parker

#### 1. INTRODUCTION BY CHAIRMAN

The Chairman welcomed everyone to the meeting.

#### 2. APOLOGIES

Apologies had been received from Cllr Andrew.

#### 3. MINUTES OF PREVIOUS MEETING HELD ON 25th FEBRUARY 2020

The minutes had not been circulated and therefore this item was deferred. The Clerk would circulate the minutes after the meeting.

#### 4. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 5. PUBLIC PARTICIPATION

There were no members of the public present and no questions had been submitted.

#### 6. DIRECT DEBIT LIST

The Clerk had circulated the direct debit list prior to the meeting and clarified questions on several items. The Clerk confirmed that all payments made by direct debit were listed on the monthly accounts for payment list as well.

RESOLUTION: CLLR STEEL PROPOSED THE DIRECT DEBIT LIST AS CIRCULATED BE APPROVED, SECONDED BY CLLR LIGHTFOOT AND CARRIED.

## 7 FINANCIAL RISK ASSESSMENT & INTERNAL CONTROLS POLICY

The Clerk had circulated the Financial Risk Assessment and Internal Controls Policy and asked for any comments or amendments.

RESOLUTION: CLLR LIGTHFOOT PROPOSED THE FINANCIAL RISK ASSESSMENT AND INTERNAL CONTROLS POLICY BE APPROVED, SECONDED BY CLLR STEEL AND CARRIED.

#### 8 INTERIM AUDIT REPORT 2019/20

The Clerk had circulated the report to the Committee and the recommendations were discussed. The Clerk would arrange for the fidelity guarantee to be raised to £500k from £250k. The Clerk would investigate if it was possible to put a maximum daily limit on transactions just as a safety measure in case of fraud.

The Clerk had circulated a report regarding reserves and proposed projects from reserves, this was discussed as part of the budget discussions.

#### 9 PUBLIC WORKS LOAN

The Clerk reported that the outstanding balance was just over £100K and this was on a fixed interest rate of 3.35%. Capital and interest payments were made twice a year.

#### 10 DRAFT 3 YEAR BUDGET

The Clerk had circulated a draft budget to the Committee. It was agreed to remove the climate emergency line and add in £20K for review of the Neighbourhood Development Plan.

RESOLUTION: CLLR LIGHTFOOT PROPOSED THAT THE BUDGET AS CIRCULATED WITH THE CHANGES DISCUSSED BE RECOMMENDED TO FULL PARISH COUNCIL IN NOVEMBER SECONDED BY CLLR STEEL AND CARRIED.

#### **10** PRECEPT LEVEL 2021/22

The budget and precept levels were discussed, it was recognised that although by keeping the precept level the same as 2020/21 would leave us with a deficit, we had substantial uncommitted reserves which would be adequate to cover the short fall in the budget and it was felt that in the current economic climate taking into account the Covid pandemic, keeping the precept at the level was the right thing to do.

RESOLUTION: CLLR PARKER PROPOSED THE RECOMMENDATION TO FULL COUNCIL BE THAT THE PRECEPT FOR 2021/22 BE KEPT AT THE SAME LEVEL AS 2020/21 WHICH WAS £119,276.60, SECONDED BY CLLR STEEL AND CARRIED.

SThere being no further business the meeting closed at 7.15pm.