

## DRAFT MINUTES

At a future meeting the council will consider the accuracy of these minutes so they may be subject to change. Please check the minutes of the next meeting to confirm whether or not they have been amended

### **Minutes of a Meeting of Tywardreath & Par Parish Council Finance Committee held on 1<sup>st</sup> December 2020 at 12noon via Zoom**

**Meeting ID: 889 9597 1362**

**Passcode: 816982**

**Present** Cllrs Phillips, Hughes, Taylor

**In attendance** The Parish Clerk, Sally Vincent  
Cllr Mount

**20/01 Apologies** Cllr A Wildish, Cllr C Wildish

#### **20/02 Declaration of Interests**

1. Pecuniary - None
2. Non registerable – None
3. Dispensations – Cllr Hughes has been granted a dispensation by the Parish Clerk in any matters pertaining to allotments, effective until May 2021.

#### **20/03 Public Questions**

None

#### **20/04 Minutes of the meeting of 21<sup>st</sup> November 2019**

Proposed Cllr Hughes, seconded Cllr Taylor and RESOLVED that the minutes be confirmed and signed by the Chairman

#### **20/05 Matters arising on items not on the Agenda - *for report only***

None

#### **20/06 Hamleys Corner Toilet Block**

It was proposed by Cllr Phillips, seconded Cllr Hughes and RESOLVED that the Finance Committee should recommend to full Council that outline planning permission be sought for this site

#### **20/07 To receive Environment Committee Risk Assessment Schedule and 2021/2022 Budget Proposals**

Budget proposals received. Risk Assessment awaited but Cllr Taylor undertook to provide.

#### **20/08 To consider risk assessment schedules, including public liability and fidelity cover and sign off**

The following points were noted.

- Par Track was no longer suitable for Council meetings but Cornubia @ £18.00 per session could be a viable alternative

- Cloud file backup would be possible following the upgrade to the Parish Clerk's internet system. Cllr Phillips would also continue to backup the Council system on a hard drive periodically
- Alteration of the Council's banking arrangements to allow the Parish Clerk to operate a bacs system would be put in place as soon as Covid restrictions allowed. It was agreed that the Chairman of Finance should have access to the accounts in order to carry out his/her internal auditor responsibilities.
- Collection of cash from coinpays should be carried out regularly and randomly.

It was then proposed by Cllr Phillips, seconded Cllr Taylor and RESOLVED that the risk assessment schedule should be signed off and that the public liability and fidelity cover was adequate.

#### **20/09 To review Parish Clerk Job Profile/Salary/Hours**

It was proposed by Cllr Phillips, seconded Cllr Taylor and RESOLVED that the Clerk's hours should increase to 12 per week at point 33 and the existing arrangement to cover holiday pay should continue.

#### **20/10 To review Earmarked Reserves 2020/2021 and Allocate Earmarked Reserves 2021/2022**

It was proposed by Cllr Phillips, seconded Cllr Hughes and RESOLVED that the following reserves should be earmarked for 2021/2022

Flood Plan	£500
Vine Place	£40,000
Neighbourhood Plan	Balance of 2020 allocation (£1904.97 @ 1/4/20)
Clerks Gratuity	£4321 (£23.99 payable 31/03/2020 to correct)
Tywardreath Sunshine Gym	£4,000
Hamleys Corner	£50,000
Community Warden	£10,000
Footpath Contingency	£250
Speed Signage	£10,000
Fourways	£2,500
Community Assets Support	£4,500

#### **20/11 Budget 2021/2022**

The Environment Committee had submitted its proposed budget for consideration and this was studied by members. Having considered all the financial information available a draft budget was formulated and Cllr Phillips proposed, Cllr Hughes seconded and it was RESOLVED that a recommendation should be made to full council that the precept for 2021/2022 should increase by 8.5% to £45,394.00.

**Date of Next Meeting** – to be arranged

**Meeting Closed** 12.42 pm