

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 1st 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 21st 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
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