

PROBUS PARISH COUNCIL

CLERK: Mrs A Kendall, Foxleigh, Treviglas Lane, Probus, Truro, TR2 4LH

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Minutes of the Meeting of Probus Parish Council (Finance Committee) held on Monday 7th November 2016 in the Probus Village Hall commencing at 7.40pm.

Members Present:

Cllrs Williams, Champion, Sutherland, Deards, Rogers & Gillard.

1. Apologies

Cllrs Jones. Blayney & Dart.

Absent: Cllr Russell.

2. Declaration of Interests on Agenda Items

Councillor Rogers declared a non- pecuniary interest Village Hall (committee members)

3. Review of staff costs including toilet cleaner & Fees.

Budget estimate circulated with agenda, together with the list of ear-marked funds.

Toilet cleaner, current salary is £210 per month.

Proposal by Cllr Gillard to increase to £225 per month from April 2017, seconded, Cllr Sutherland.

Amendment by Cllr Rogers to increase to £230 per month from April 2017, seconded Cllr Champion, 4 for 2 against.

Amendment becomes the substantive motion, carried.

The above was duly **resolved**.

Recommendation: Toilet cleaner salary £230 per month.

Handyman, currently £9.50 per hour.

Proposal by Cllr Rogers to increase to £10 per hour from 1st April 2017, seconded Cllr Deards.

Amendment by Cllr Champion to not make an increase this year, seconded Cllr Gillard, 4 for 2 against, carried.

Amendment becomes the substantive motion, carried.

The above was duly **resolved**.

Recommendation: Not to increase Handyman's salary.

Clerk's salary is set by NALC, SCP 35.

Cemetery fees circulated with the agenda:

Cemetery fees amended as Appendix 1.

Proposal by Cllr Gillard to approve increases, as amended, from 1st April 2017, seconded Cllr Champion, unanimous.

The above was duly **resolved**.

Recommendation: Cemetery fees are increased as amended from 1st April 2017.

Proposal by Cllr Williams to make no change to the car park (£100 per year or £10 per month) seconded Cllr Deards, unanimous.

The above was duly **resolved**.

Proposal by Cllr Gillard to make no change to MUGA fees (£5 per hour for floodlights) seconded Cllr Deards, unanimous.

The above was duly **resolved**.

Proposal by Cllr Deards to make no change to the car park (£100 per year or £10 per month) seconded Cllr Cole, unanimous.

The above was duly **resolved**.

Recommendation: No change to car park & MUGA charges.

4. To set Precept (To review and approve annual budget & set precept)

Budget statement circulated with the agenda.

Clerk reported that since budget circulated she had received a letter from the Village Hall requesting £500 towards refurbishment project and a letter from Cornwall Council that a contested election will cost £3,000 and uncontested election £365 (estimate).

Discussion took place regarding Village Hall request.

Proposal by Cllr Sutherland to recommend to Full Council £500 is granted from this year's budget, seconded Cllr Deards, carried.

The above was duly **resolved**.

Recommendation: £500 is granted to the Village Hall immediately.

Cornwall Council election estimate was discussed and it was **agreed** that an election was highly improbable but if an election was called to use reserves.

Budget reviewed and amended, attached to these minutes as Appendix 2.

Proposal by Cllr Williams to recommend to Full Council to set the Precept at £45,337.95 seconded Cllr Rogers, unanimous.

The above was duly **resolved**.

This is a reduction of £701.89.

Recommendation: Precept set at £45,337.95, this is £57.64 for Band D property per year.

Clerk thanked for her work.

5. Appoint/re-appoint internal auditor.

Proposal by Cllr Williams to re-appoint Ken Abraham, seconded Cllr Rogers, carried.

The above was duly **resolved**.

6. Review of effectiveness of internal audit & internal control.

Statement of Internal Control circulated with agenda.

Proposal by Cllr Williams to approve and adopt the Statement, seconded Cllr Sutherland, carried.

The above was duly **resolved**.

7. Risk Assessment-to review risk and to ensure adequately insured

Risk Assessment circulated with the agenda.

No new assets purchased this year therefore no new risks.

Proposal by Cllr Deards to approve and adopt the Risk Assessment, seconded Cllr Sutherland, carried.

The above was duly **resolved**.

There being no further business the meeting closed at 9.52pm

Chairman.....

Date.....

Appendix 1

1. Interments

a. A still-born child, or child whose age at the time of death did not exceed one month	£40
b. A person whose age at the time of death did not exceed 16 years	£140
c. A person whose age at the time of death exceeded 16 years	£330
d. 2 nd interment in an existing grave	£115

2. Monuments

a. A headstone or cross not exceeding 2'6" (762 mm)	£75
b. Any inscription after the first	£30

3. Interment of Ashes

a. Placement of ashes in space 24" x 24" (609.6 mm x 609.6 mm)	£187
b. 2 nd placement of ashes (either area) or within an existing grave	£77
c. Placement of slab 24" x 24" (609.6 mm x 609.6 mm)	£60
d. Any inscription after the first	£30

4. Other Charges

a. Copy of certificate	£30
b. Record searching fees	£30
c. Exhumation fee	£50

Appendix 2

Items	Spent year to 31.3.2015	Spent year to 31.3.2016	Spent to 31.10.2016	Projected Year E 31.3.17	Prop. Budget 2017/2018
Grass Cutting	£7,000.00	£7,200.00	£4,200.00	£7,200.00	£7,200.00
Playing Field/Open Spaces	£4,666.06	£1,434.78	£1,136.98	£2,000.00	£2,000.00
Village Hall	£2,584.23	£2,793.42	£1,016.98	£1,016.98	£1,200.00
Street Lighting	£669.28	£956.16	£2,269.88	£2,600.00	£1,500.00
Car Park	£1,430.00	£1,093.00	£0.00	£500.00	£500.00
Public Toilets(excl staff)	£706.24	£600.35	£365.33	£700.00	£1,000.00
Parish Clock Service	£6,390.00	£1,050.00	£0.00	£300.00	£500.00
War Memorial	£0.00	£0.00	£0.00	£0.00	£0.00
Play Area/MUGA	£4,444.22	£4,612.89	£2,049.66	£4,827.00	£5,500.00
Weed Spraying	£326.00	£797.47	£109.42	£109.42	£120.00
Cemetery Maintenance (exc gra	£2,346.02	£46.33	£0.00	£500.00	£500.00
Capital Project	£24,959.00	£5,500.00	£2,801.44	£2,801.44	£0.00
War shrine	£0.00	£0.00	£0.00	£0.00	£0.00
	£55,521.05	£26,084.40	£13,949.69	£22,554.84	£20,020.00
Insurance	£1,560.57	£1,527.12	£1,359.38	£1,359.38	£1,600.00
Staff costs to date	£17,711.74	£17,665.26	£10,010.55	£17,664.72	£20,000.00
Website	£205.00	£150.00	£205.00	£205.00	£210.00
Audit charges	£525.00	£600.00	£625.00	£625.00	£650.00
Parish Magazine	£500.00	£500.00	£500.00	£500.00	£500.00
Meeting room hire	£267.00	£183.00	£99.00	£200.00	£200.00
Stationery/phone/postage etc	£810.52	£1,021.64	£580.85	£995.00	£1,100.00
CALC & SLCC Subscription	£627.93	£673.29	£568.82	£668.82	£750.00
Cllr Mileage	£261.00	£169.20	£0.00	£150.00	£200.00
Training	£231.33	£538.00	£297.50	£500.00	£600.00
Dog Bin emptying	£208.00	£418.28	£224.10	£224.10	£250.00
Planning consultants/legal	£11,127.50	£0.00	£400.00	£400.00	£0.00
Repairs Bus shelter/notice b	£0.00	£0.00	£9.78	£9.78	£100.00
	£34,035.59	£23,445.79	£14,879.98	£23,501.80	£26,160.00
Capital Projects					
Computer	£0.00	£0.00	£0.00	£0.00	£0.00
Rockerries & Britain in Bloom	£0.00	£0.00	£0.00	£0.00	£0.00
MUGA	£0.00	£0.00	£0.00	£0.00	£5,000.00
Reserve	£0.00	£0.00	£0.00	£0.00	£0.00
Election	£0.00	£0.00	£0.00	£0.00	£0.00
TOTAL	£89,556.64	£49,530.19	£28,829.67	£46,056.64	£51,180.00
Income other than precept					
Burials & Interments	£1,257.00	£2,889.00	£1,275.00	£2,000.00	£1,000.00
Car Park spaces	£920.00	£1,220.00	£990.00	£1,200.00	£1,000.00
MUGA use	£475.00	£125.00	£500.00	£500.00	£100.00
S106 Grant	£26,959.00	£0.00	£0.00	£0.00	£0.00
Other grants/insurance	£14,859.06	£2,290.00	£2,586.44	£2,586.44	£0.00
Agency Agreement	£2,308.96	£1,742.05	£0.00	£1,742.05	£1,742.05
Council Tax Grants	£3,996.31	£3,265.96	£2,894.88	£2,894.88	£2,000.00
Bank Interest	£5.31	£5.34	£3.13	£3.13	£0.00
TOTAL	£50,780.64	£11,537.35	£8,249.45	£10,926.50	£5,842.05
Diff between in/ outs	£38,776.00	£37,992.84	£20,580.22	£35,130.14	£45,337.95
Current Precept	£45,000.00	£51,269.15		£46,039.84	