

# PROBUS PARISH COUNCIL

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

Telephone Number: (01726) 883614 email: probuspc@gmail.com

## Minutes of the Meeting of Probus Parish Council (Finance Committee) held on Monday 5<sup>th</sup> November 2018 in the Probus Village Hall commencing at 7.30pm.

### Members Present:

Cllrs Gillard, Blayney, Sutherland, Deards, Budden, Dalton, Maskill & Faull.

#### 1. Apologies

Cllrs Champion, Hull & Goldsworthy.

#### 2. Declaration of Interests on Agenda Items

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

Cllr Maskill declared a non-pecuniary interest in Playing Field (committee member)

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

Budget estimate circulated with agenda.

Toilet cleaner, current salary is £235 per month.

Discussion took place regarding Probus Parish Council becoming a living wage employer.

Proposal by Cllr Budden to increase to £270 per month from 1<sup>st</sup> April 2019, as Probus Parish Council would like to investigate being a living wage employer, seconded, Cllr Sutherland, carried.

The above was duly **resolved**.

**Recommendation:** Toilet cleaner salary £270 per month from 1<sup>st</sup> April 2019.

Handyman, currently £10 per hour.

Proposal by Cllr Deards to increase to £10.50 per hour from 1<sup>st</sup> April 2019, seconded Cllr Budden, carried.

The above was duly **resolved**.

**Recommendation:** Handyman's salary increased to £10.50 per hour from 1<sup>st</sup> April 2019.

Clerk's salary is NALC SCP 35, rise set by NALC, currently 15 hours per week.

Proposal by Cllr Budden to note increase is set by NALC and to leave hours the same, Clerk confirmed these were adequate, seconded Cllr Deards, carried.

The above was duly **resolved**.

**Recommendation:** Clerk's salary in line with NALC increase SCP 35 at 15 hours per week.

Car Park- currently £105 per space per year or £10 per month.

Proposal by Cllr Budden to increase car parking spaces by £5 per year (£110 per space) and leave monthly at £10 per month, seconded Cllr Blayney, carried.

The above was duly **resolved**.

**Recommendation:** Annual Car Park Permit £110 from 1<sup>st</sup> April 2019.

MUGA- currently £5 per hour for floodlights.

Proposal by Cllr Sutherland to make no charge to Probus Youth Football Club

for MUGA, but increase fees for other users by £2.50 per hour (£7.50 per hour for floodlights) seconded Cllr Budden, unanimous.

The above was duly **resolved**.

**Recommendation:** No charge to Probus Youth Football Club for MUGA and £7.50 per hour for all other users.

Cemetery fees circulated with the agenda:

Discussion took place regarding burial fees for children and recent parliamentary discussions, it was agreed Probus would lead the way and not charge for children under 18.

Proposal by Cllr Deards children burial fees for under 18's free, seconded Cllr Budden, carried.

The above was duly **resolved**.

Cemetery fees amended as Appendix 1.

Proposal by Cllr Sutherland to approve as amended, from 1<sup>st</sup> April 2019, seconded Cllr Deards, unanimous.

The above was duly **resolved**.

**Recommendation:** Cemetery fees as amended from 1<sup>st</sup> April 2019 attached as Appendix 1.

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

Budget statement circulated with the agenda.

Figures went through and adjustments made to toilets, computer & cemetery (income) attached as Appendix 2.

Proposal by Cllr Gillard it is recommended to Full Council the precept for 2018/19 is £47,566.61, seconded Cllr Deards, unanimous.

**Recommendation:** Precept set at £47,566.61.

**5. Review of effectiveness of internal audit & internal control.**

Statement of Internal Control circulated with agenda.

Proposal by Cllr Deards to approve and adopt the Statement, seconded Cllr Budden, carried.

The above was duly **resolved**.

**6. Risk Assessment**-*to review risk and to ensure adequately insured*

Risk Assessment circulated with the agenda.

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

The above was duly **resolved**.

**7. Internal Audit- to consider to appoint Internal Auditor.**

One quote received; to defer to Full Council to allow Clerk to try and obtain further quotes.

There being no further business the meeting closed at 8.40pm

**Chairman**.....**Date**.....

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## REVISION OF CEMETRY FEES

With effect from the 1<sup>st</sup> April 2019 following fees will apply:

### 1. Interments

a. A still-born child, or child whose age at the time of death did not exceed 18 years	FREE
b. A person whose age at the time of death exceeded 16 years	£400
c. 2 <sup>nd</sup> interment in an existing grave	£175

### 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)	£215
b. 2 <sup>nd</sup> placement of ashes (either area) or within an existing grave	£90
c. Placement of slab 24" x 24" (609.6 mm x 609.6 mm)	£75
d. Any inscription after the first	£30

### 4. Other Charges

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

The above fees are doubled when the interred resided outside the Parish Boundary.

Reserving of Burial Space is not permitted and graves are issued on a strictly rotational basis.

As approved at the meeting on 19<sup>th</sup> November 2018.

<b>Appendix 2</b>						
Items	Spent year to 31.3.2016	Spent year to 31.3.2017	Spent year to 31.3.2018	Spent to 31.10.2018	Projected Year End 31.3.19	Prop. Budget 2019/2020
Grass Cutting	£7,200.00	£7,200.00	£7,200.00	£4,800.00	£8,000.00	£8,000.00
Playing Field/Open Spaces	£1,434.78	£1,532.39	£1,581.87	£1,624.21	£2,000.00	£2,000.00
Village Hall	£2,793.42	£1,708.19	£1,131.87	£953.21	£953.21	£1,000.00
Street Lighting	£956.16	£2,505.61	£765.90	£1,443.76	£1,600.00	£600.00
Car Park	£1,093.00	£466.00	£666.37	£269.36	£600.00	£600.00
Public Toilets(excl staff)	£600.35	£724.74	£866.02	£258.70	£1,000.00	£1,000.00
Parish Clock	£1,050.00	£152.00	£1,000.00	£0.00	£0.00	£100.00
War Memorial	£0.00	£0.00	£86.73	£0.00	£100.00	£0.00
Play Area/MUGA	£4,612.89	£4,822.23	£4,655.64	£2,624.84	£5,000.00	£5,000.00
Weed Spraying	£797.47	£112.42	£45.37	£49.28	£100.00	£120.00
Cemetery Maintenance (exc grass)	£46.33	£0.00	£704.75	£245.00	£320.00	£500.00
Capital/Community Projects	£5,500.00	£2,586.44	£816.67	£3,590.96	£5,000.00	£5,000.00
War shrine	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	<b>£26,084.40</b>	<b>£21,810.02</b>	<b>£19,521.19</b>	<b>£15,859.32</b>	<b>£24,673.21</b>	<b>£23,920.00</b>
Insurance	£1,527.12	£1,359.38	£1,320.90	£1,347.32	£1,347.32	£1,600.00
Staff costs to date	£17,665.26	£17,760.94	£18,253.29	£10,807.81	£19,000.00	£20,000.00
Website	£150.00	£205.00	£150.00	£410.00	£410.00	£420.00
Audit charges	£600.00	£625.00	£450.00	£450.00	£450.00	£600.00
Parish Magazine	£500.00	£1,000.00	£0.00	£500.00	£500.00	£500.00
Meeting room hire	£183.00	£186.00	£167.00	£105.00	£200.00	£200.00
Stationery/phone/postage etc	£1,021.64	£1,086.04	£1,253.85	£848.05	£1,300.00	£1,300.00
CALC & SLCC Subscription	£673.29	£668.82	£690.82	£629.43	£730.00	£780.00
Cllr Mileage	£169.20	£15.30	£0.00	£0.00	£0.00	£200.00
Training	£538.00	£327.50	£371.50	£37.50	£500.00	£600.00
Dog Bin emptying	£418.28	£224.10	£0.00	£233.17	£500.00	£400.00
Planning consultants/legal	£0.00	£400.00	£0.00	£0.00	£0.00	£0.00
Grants	£0.00	£300.00	£1,250.00	£405.00	£1,000.00	£1,000.00
Repairs Bus shelter/notice b	£0.00	£7.08	£762.00	£150.00	£150.00	£150.00
	<b>£23,445.79</b>	<b>£24,165.16</b>	<b>£24,669.36</b>	<b>£15,923.28</b>	<b>£26,087.32</b>	<b>£27,750.00</b>
Computer	£0.00	£0.00	£0.00	£0.00	£0.00	£500.00
Rockerries	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
MUGA/Play Area	£0.00	£0.00	£0.00	£0.00	£0.00	£1,500.00
Reserve	£0.00	£340.04	£0.00	£3,115.74	£3,115.74	£0.00
Election	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
<b>TOTAL</b>	<b>£49,530.19</b>	<b>£46,315.22</b>	<b>£44,190.55</b>	<b>£34,898.34</b>	<b>£53,876.27</b>	<b>£53,670.00</b>
<b>Income other than precept</b>						
Burials & Interments	£2,889.00	£1,772.00	£1,961.00	£1,712.00	£2,000.00	£2,000.00
Car Park spaces	£1,220.00	£1,260.00	£1,310.00	£1,105.00	£1,515.00	£1,515.00
MUGA use	£125.00	£506.00	£0.00	£0.00	£0.00	£0.00
S106 Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Other grants/insurance/misc	£2,290.00	£2,711.84	£0.00	£0.00	£0.00	£0.00
Agency Agreement	£1,742.05	£1,783.39	£1,783.39	£0.00	£1,783.39	£1,783.39
Council Tax Grants	£3,265.96	£2,894.08	£1,878.50	£1,456.12	£1,456.12	£800.00
Bank Interest	£5.34	£5.34	£5.32	£2.70	£5.30	£5.00
<b>TOTAL</b>	<b>£11,537.35</b>	<b>£10,932.65</b>	<b>£6,938.21</b>	<b>£4,275.82</b>	<b>£6,759.81</b>	<b>£6,103.39</b>
Diff between in/ outs	£37,992.84	£35,382.57	£37,252.34		£47,116.46	£47,566.61
Current Precept	£51,269.15	£46,039.84	£45,337.95		£47,041.61	
Band D Council Tax on provisional tax base					57.12	57.58