

PROBUS PARISH COUNCIL

Clerk: Maria Roper (Parish Council)

Address: Lee Ho, Ashdown Close, Sticker, PL26 7EU

Telephone Number 07749 626021

Email: clerk@probusparishcouncil.gov.uk

Minutes of the Meeting of the Finance Committee of Probus Parish Council on **Thursday, the 4th January 2024 at 19:00**

Members Present: Cllrs. N Gillard (Chair), A Cook, N. Glasson, J Faull, P Quinlan.
Also attending. M Roper (Parish Clerk)

24/F01 Apologies for absence: None

24/F02 Declaration of interests in items on the agenda:

Declarations of Interest Register both registerable and non-registerable under the Code of Conduct (to declare interests on agenda items):

Cllr Quinlan declared an interest in the Agenda item 6 – Grants Applications being a member of the Playing Field Committee.

Cllr Glasson declared an interest in the Agenda item 6 – Grants Applications being the Treasurer of the Village Hall.

Dispensations were issued in respect of the declared interests.

24/F03 To confirm the record of the finance committee meeting of 14th December 2023 – Cllr Faull proposed to approve the minutes as accurate, **seconded by Cllr Quinlan and RESOLVED.** Four in favour, one abstention. CARRIED.

24/F04 Public Participation (15 mins) No members of the public present

24/F05 To confirm submission of precept request for the year 2024/25 The Clerk circulated email confirming submission for the precept, which was noted by the Committee.

24/F06 To review Grant Applications

Copies of grant applications were circulated prior to the meeting. The Clerk confirmed that the applications were completed correctly, apart from Probus PTA who, due to the school closure for Christmas break, could not provide copies of the statements. She added that information has been disclosed about the bank balances and intended use of funds. It was agreed that Probus PTA will submit additional documents when available.

In addition, Tregony View Management Committee do not have a bank account. The Committee members felt that given the amount of and purpose of the grant request, absence of the bank accounts should not be a stumbling point.

Cllr Gillard proposed to meet the requests for grants by allocating the budget of £6,000 provided Cornwall Council agrees to the precept in full. **Seconded by Cllr Cook and RESOLVED.** Three in favour, 2 abstained. Carried

24/F07 To receive the statement of accounts to date and review expenditure to budget

The budget control spreadsheet was presented by the Clerk and noted by the Councillors.

24/F08 To review Parish Council workplan for 2024/25

Cllr Gillard prepared and circulated a draft workplan prior to the meeting.

The Committee members reviewed the workplan and recommended the following amendments:

- Website – seek quotes for the website update in the year 2024/25
- Facebook – consider possibility of outsourcing social media management for a fixed period of time
- Use of Council’s mobile phone – update Clerk’s mobile phone and consider offering the existing device to the maintenance officer with a pay as you go SIM. To be completed in the current fiscal year 2023/24.
- Add Annual Parish Meeting and associated arrangements to the workplan.

Cllr Gillard proposed to make the amendments and present the updated draft to the full Council for the approval on the 17th of January 2024. **Seconded** by **Cllr Quinlan** and **RESOLVED**. Unanimous. Carried

24/F09 To consider future agenda items:

No further additions.

24/F10 The next meeting of the Finance Committee to be confirmed once the precept is received.

24/F11 The meeting closed at 20:03

Chairman -

Date