

PROBUS PARISH COUNCIL

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Minutes of the Meeting of Probus Parish Council (Finance Committee) held on Monday 4th November 2019 in the Probus Village Hall commencing at 7.30pm.

Members Present:

Cllrs Gillard, Budden, Sutherland, Deards, Dalton, Maskill, Faull & Goldsworthy.
Cornwall Cllr Egerton.

1. Election of Finance Committee Chairman for municipal year.

Proposal by Cllr Budden, Cllr Gillard is Finance Committee Chairman for the municipal year, seconded Cllr Sutherland, carried.

The above was duly **resolved**.

2. Apologies

Cllrs Blayney & Champion.

3. Declaration of Interests on Agenda Items

Councillor Maskill & Goldsworthy declared a non- registerable interest Village Hall (committee members)

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

Cllr Gillard registerable in Village Hall (partner Chairperson)

Cllr Budden defibrillators & first responder.

4. Review fees (cemetery, car park, MUGA).

Budget estimate circulated with agenda.

Car Park- currently £110 per space per year or £10 per month.

Proposal by Cllr Budden not to alter charges for the forthcoming municipal year, seconded Cllr Faull, carried.

The above was duly **resolved**.

Recommendation: Annual Car Park Permit remain unchanged for the forthcoming municipal year.

MUGA- currently £7.50 per hour for floodlights, no charge to Probus Youth Football Club.

Proposal by Cllr Sutherland not to change Muga Charge for the forthcoming municipal year, seconded Cllr Deards, unanimous.

The above was duly **resolved**.

Recommendation: MUGA fees remain unchanged for the forthcoming municipal year.

Cemetery fees circulated with the agenda:

Discussion took place.

Proposal by Cllr Sutherland to not change Cemetery fees for the forthcoming municipal year, seconded Cllr Deards, unanimous.

The above was duly **resolved**.

Recommendation: Cemetery fees remain unchanged for the forthcoming

municipal year.
Appendix 1.

5. To consider and resolve to exclude members of the public due to confidentiality of next agenda item.

No public present.

6. Review of staff costs (toilet cleaner, litter picker & Clerk).

Toilet cleaner, current salary is £270 per month.

Proposal by Cllr Budden to increase to £275 per month from 1st April 2020, seconded Cllr Goldsworthy, carried.

The above was duly **resolved**.

Recommendation: Toilet cleaner salary £275 per month from 1st April 2020.

Handyman, currently £10.50 per hour, 4 hours a week.

Proposal by Cllr Budden to increase to £10.70 per hour from 1st April 2020, seconded Cllr Sutherland, carried.

The above was duly **resolved**.

Recommendation: Handyman's salary increased to £10.70 per hour from 1st April 2020.

Clerk's salary is NALC SCP 35, (new SCP 29) have been re-evaluated due to the rise in minimum wage, currently 15 hours per week.

Proposal by Cllr Goldsworthy Clerk to salary to new SCP 32 from 1st April 2020, seconded Cllr Faull, carried.

The above was duly **resolved**.

Recommendation: Clerk salary to new SCP 32 from 1st April 2020.

7. To set Precept 2020-21 (*To review and approve annual budget & set precept*)

Budget statement circulated with the agenda.

Figures went through Appendix 2.

Proposal by Cllr Gillard it is recommended to Full Council the precept for 2020/21 is £50,702.11, seconded Cllr Faull, unanimous.

Recommendation: Precept set at £50,702.11.

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

Statement of Internal Control circulated with agenda.

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

The above was duly **resolved**.

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

Risk Assessment circulated with the agenda.

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

The above was duly **resolved**.

10. Internal Audit- to consider to appoint Internal Auditor.

Proposal by Cllr Deards to re-appoint Aalgaard Renshaw, seconded Cllr Goldsworthy, carried.

The above was duly **resolved**.

There being no further business the meeting closed at 8.55pm

Chairman.....Date.....

APPENDIX 1

PROBUS PARISH COUNCIL

REVISION OF CEMETRY FEES

With effect from the 1st April 2020 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 nd 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 nd 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 18th November 2019.

