

PROBUS PARISH COUNCIL

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Minutes of the Meeting of the Finance Committee Meeting of Probus Parish Council held virtually on **Tuesday, the 12th of April 2023 at 19:05**

Members Present: Cllrs. N Gillard (Chair), M Maskill, J Faull, P Quinlan, R Tofts, B Sutherland. Also attending. Mrs M Roper (Parish Clerk), Mrs C May (RFO)

23/F16 Apologies for absence: Cllr N Glasson

23/F17 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 Maskill declared an interest in the agenda item 8 - Playing Field (committee member)

Cllr N Glasson declared an interest in the agenda item 8 non-registerable interest in the Village Hall (Trustee)

Cllr Gillard declared a non-registerable interest in the agenda item 8 - Village Hall (partner Chairman) and Fun week (Coronation Celebration) Committee members.

Cllr Tofts declared a non-pecuniary interest in the agenda item 8 – friends with Fun Week committee members.

23/F18 To confirm the record of the finance committee meeting of 7th of March 2023 – Cllr Gillard proposed to approve the minutes as accurate, **seconded** by Cllr Faull and **RESOVED**. In favour – Cllr Sutherland. Cllrs Tofts, Quinlan abstained. CARRIED.

23/F19 Public Participation (15 mins) No members of the public present

23/F20 Matters arising if any:

23/F08 Update on internal control – The Clerk reported that internal audit was scheduled to take place immediately after the present meeting.

23/F21 To receive the statement of accounts to date and review expenditure to budget:

The RFO presented a summary of income and expenditures to date. She further reported that an appointment with the Clerk will be made shortly in order to go through the year end accounts and AGAR forms.

It was further agreed that going forward there needs to be additional forms of reporting that would allow the council to monitor expenditures against the budgets, forecast of expenditure and see bank reconciliations.

It was noted that the £280 invoiced to Cornwall Council under S106 scheme was not yet paid.

23/F22 Receipt of precept: updates:

It was reported that the first tranche of precept amounting to £29,850.00 was paid into the Parish Council accounts.

23/F23 To review grant applications received to date and make recommendations to the full Council:

Copies of the applications received were circulated prior to the meeting.

The following information was presented to the Council by Cllr Gillard:

- Last year approved grants amounted to £2,970.26.
- This year, the Council set aside £4,000 for grants, which is £1800 less than the total amount requested by the applicants.
- Applications to consider:
 1. Probus Village Hall Committee - £1,150 – to cover costs of insurance.
 2. Probus News – £1000 contribution towards production costs.
 3. Probus Fun Week/Carnival committee - £2,500 contribution towards the start-up costs
 4. Probus Playing Field Committee – £1,150 – contribution towards maintenance costs.
- There is further £5,000 in the budget allocated towards community projects.
- The cost of the VH insurance is not yet confirmed.
- Probus Fun Week have no accounts to demonstrate, as it's a new initiative.

It was noted that the Playing Field Committee did not provide any up-to-date bank statements, and the Fun Week Committee has not provided any breakdown of estimated costs.

19:39 Cllr Gillard, Quinlan and Maskill left the room due to the declared interests.

Cllr Sutherland proposed to support the application of Probus News to the full amount. **Seconded by Cllr Faull. RESOLVED. Cllr Tofts in favour. CARRIED.**

Cllr Faull proposed to support the application of the Village Hall by covering the actual cost of insurance once it is known, but not exceeding the amount requested in the application. **Seconded by Cllr Sutherland. RESOLVED Cllr Tofts in favour. CARRIED.**

Cllr Faull proposed to support the application of the Fun Week Committee in principle. However, in order to determine the extent of support, a detailed breakdown of the estimated costs and information on sponsors will be required. **Seconded by Cllr Tofts. RESOLVED. Cllr Sutherland in favour. CARRIED.**

Cllr Tofts proposed to hold the application of the Playing Field committee in abeyance until the up-to-date bank statements are received and reviewed by the Council. **Seconded by Cllr Sutherland. RESOLVED. Cllr Faull in favour. CARRIED.**

Clerk to notify the applicants of the outcome.

19:45 Cllrs Gillard, Maskall, Quinlan re-entered the room.

23/F24 To consider and review future agenda items:

It was agreed to include the following agenda items for the next Finance Committee Meeting:

- Asset register review and update – Consider appointing Cllrs Goldsworthy and Sutherland to work to the Clerk on asses register review.
- Consider and approve budget presentation – Cllrs to review the proposed presentation and send the comments

23/F25 The meeting closed at 19:50hrs.

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

DRAFT