

PROBUS PARISH COUNCIL

Locum Finance Officer Carolyn Y. May (Parish Council)

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c/o A209 Victoria Advent House

Station Approach, Victoria

Roche PL26 8G

Minutes of the Meeting of Probus Parish Council

Thursday 23rd November 2022 in the Probus Village Hall at 7.30pm.

Members Present: Cllrs. N Gillard (Chairman), , W Sutherland, N Glasson, M Maskill. Cllr Quinlan.

Cllr Attending: Cllr Sutherland

Also attending: Jacqui Peskett (Locum Clerk), Carolyn Y. May (Locum Clerk), Maria Roper (Clerk)

The prayer was read by M. Roper (Parish Clerk).

22/F015 - Apologies for absence: Cllr. Faull R Tofts, Cllr Goldsworthy

22/F016 - Declaration of interests in items on the agenda.

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

Cllr Glasson declared a non-registerable interest in the Village Hall (committee member).

Cllr Gillard declared a non-registerable interest in the Village Hall (partner Chairman).

22/F017 - To confirm the record of the suspended finance committee meeting of 2nd November

The minutes of the meeting held on the 2nd of November 2022 were considered and signed by the Chairman. It was **proposed** by Cllr Maskill, **seconded** by Cllr Sutherland, and **RESOLVED** that the Minutes would be accepted as a true record of the meeting.
Unanimous. **Carried.**

22/F018 - Matters arising:

22/268 - Review of staff costs Staff pay awards: The budget for the staff is predicted to remain at the same level as the previous year.

It was proposed by Cllr Gillard, **seconded** by Cllr Sutherland, and **RESOLVED** that the National Pay Scale would be applied for current employees of the Parish Council.
Unanimous. **Carried.**

22/F019 - Public Participation (15 mins): No members of the public were present

22/F020 - To consider and resolve to exclude members of the public and/or press due to the confidentiality of agenda items 7 through to 11. No members of the public were present

22/F021 - Review fees (cemetery, car park, MUGA).

The Chairman proposed the following revision of Parish Council fees:

Car parking fees:

Increase to £122 per space per year or £11 per month – based on an affordable increase for customers. The increase being equivalent to 10% - which is in line with the RPI for Sept 2022;

MUGA Fees

Increase to £9.50 per hour for flood lights - based on an affordability for customers. Increase is equivalent to 21.5%

Cemetery Fees:

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 18 years	£449
c. 2 nd interment in an existing grave	£197

2. Monuments

a. A headstone or cross not exceeding 2'6" (762 mm)	£88
b. Any inscription after the first	£35

3. Interment of Ashes

a. Placement of ashes in space 24" x 24" (609.6 mm x 609.6 mm)	£242
b. 2 nd placement of ashes (either area) or within an existing grave	£104
c. Placement of slab 24" x 24" (609.6 mm x 609.6 mm)	£88
d. Any inscription after the first	£35

4. Other Charges

a. Copy of certificate	£35
b. Record searching fees	£35
c. Exhumation fee	£57

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

Propose to uplift of fees is equivalent to 5.5%.

It was **proposed** by Cllr Gillard, **seconded** by Cllr Maskill, and **RESOLVED** that the proposed fee increases would be accepted and implemented. Unanimous. **Carried**.

22/F021 - To review ear-marked reserves expenditure to date & forecast for 2022/23 in conjunction with the parish council workplan 22/23 (encl). To consider the allocation of funds from general reserves into ear-marked reserves:

CURRENT YEAR EARMARKED RESERVES 2022/23

EARMARKED RESERVES EXP	1 st April 2022	Spend to date	Balance
Pavilion	£5,000.00	£1,474.00	£3,526.00
Car Park	£8,590.00	£219.00	£8,371.00
Playing Fields/ OS	£3,500.00	£0.00	£3,500.00
War Shrine & Memorials	£300.00	£0.00	£300.00
Election	£4,000.00	£0.00	£4,000.00
MUGA	£4,000.00	£0.00	£4,000.00
Play Area	£8,000.00	£5,969.95	£2,030.05
Village Hall -- H&S works	£5,000.00	£1,474.00	£3,526.00
NDP	£6,000.00	£0.00	£6,000.00
Streetlight Repairs	£1,000.00	£0.00	£1,000.00
Defibrillators/ First Responder	£126.24	£82.97	£43.27
Well Restoration	£500.00	£0.00	£500.00
Office Equipment	£1,000.00	£0.00	£1,000.00
Community Projects (Covid 19 Grant)	£9,380.01	£4,366.67	£5,013.34
Feed the Hungry of Probus	£0.00	£0.00	£0.00
PEAT Lottery Grant	£750.00	£0.00	£750.00
Toilets	£1,000.00	£0.00	£1,000.00
Total Expenditure	£58,146.25	£13,586.59	£44,559.66

22/F022 - To review and consider ear marked reserve headings & allocations for 2023/24 in conjunction with the proposed parish workplan for 23/24 (encl) and recommend any associated allocations from general reserves.

PROPOSED EARMARKED RESERVES FOR FINANCIAL YEAR 2023/24

Earmarked reserves- proposed	1 st April 2022	Spend	Balance	1st April 2023
Grants	£0.00	£0.00	£0.00	£4,000.00
Coronation	£0.00	£0.00	£0.00	£2,000.00
Staff training				£2,500.00
Staff Training - Clerk (certified)	£0.00	£0.00	£0.00	£2,500.00
Pavilion	£5,000.00	£1,474.00	£3,526.00	£5,000.00
Car Park	£8,590.00	£219.00	£8,371.00	£8,371.00
Playing Fields/ OS	£3,500.00	£0.00	£3,500.00	£3,500.00
Election contingency	£4,000.00	£0.00	£4,000.00	£4,000.00
MUGA	£4,000.00	£0.00	£4,000.00	£4,000.00
*Play Area	£8,000.00	£5,969.95	£2,030.05	£8,000.00
Village Hall -- H&S works	£5,000.00	£4260	£740	£2,500.00
NDP	£6,000.00	£0.00	£6,000.00	£6,000.00
Streetlight Repairs	£1,000.00	£0.00	£1,000.00	£1,000.00
Defibrillators/ First Responder	£126.24	£82.97	£43.27	Budget
Well Restoration	£500.00	£0.00	£500.00	Complete
Office Equipment	£1,000.00	£0.00	£1,000.00	Budget
Community Projects	£9,380.01	£4,366.67	£5,013.34	£5,000.00
Toilets	£1,000.00	£0.00	£1,000.00	£1,000.00
Total Expenditure	£58,146.25	£13,586.59	£44,559.66	£58,371.00

It was **proposed by** Cllr Gillard, **seconded by** Cllr Quinlan, and **RESOLVED** that the 2023/2024 'earmarked reserves' would be set at the figures presented. Unanimous.
Carried

22/F023 - To consider the recommended budget for 2023/24 and agree the proposed precept for 2023/24, to be recommended to full Council at its meeting on 21st Dec 2022

	BUDGET 22/23	BUDGET 20023/24	COMMENTS
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STAFF COSTS			
Salaries	£27,000.00	£27,000.00	
HMRC	£0.00		
Staff Pension	£0.00		
Staff Expenses	£0.00		
Staff training	600		Earmarked reserves
SUBTOTAL	£27,600.00	£27,000.00	
GENERAL MAINTENANCE (ADMIN)			
Stationery/ Stamps/ Telephone	£1,600.00	£750.00	
Equipment	£0.00	£250.00	
Legal/ Searches/ Consultants	£0.00	£1,000.00	
Subscriptions	£800.00	£1,000.00	
Member Training	£600.00	£600.00	
Insurance	£1,700.00	£1,900.00	
Cllr Expenses	£0.00	£100.00	
Cllr Mileage	£200.00	£100.00	
Website/ IT	£490.00	£600.00	
PC Replacement	£0.00	£0.00	
Audit	£800.00	£800.00	
Room Hire	£250.00	£700.00	
SUBTOTAL	£6,440.00	£7,800.00	
GRASS			
Cemetery	£10,000.00	£4,500.00	
Old Cemetery	£0.00	£300.00	
Verges	£0.00	£300.00	
Jubilee Gardens	£0.00	£100.00	
Play Area/ MUGA	£0.00	£4,500.00	
Footpaths	£0.00	£300.00	
SUBTOTAL	£10,000.00	£10,000.00	
GRANTS			
Grants (General)	£1,000.00	£0.00	Earmarked reserves
S.137	£0.00	£0.00	Earmarked reserves
Village Hall	£1,100.00	£0.00	Earmarked reserves
Parish Magazine	£1,000.00	£0.00	General grants
SUBTOTAL	£3,100.00	£0.00	
INFRASTRUCTURE			
Bus Shelter/ Notice Board Repairs	£100.00	£150.00	

Defibrillator	£0.00	£300.00	
Dog Bin Emptying	£300.00	£300.00	
Play Inspections	£0.00	£2,200.00	
MUGA/ Play Area Maintenance	£4,000.00	£500.00	
Playing Field/ Open Spaces	£2,000.00	£0.00	
Cemetery Maintenance	£300.00	£600.00	
Skate Ramp Maintenance	£0.00	£500.00	
Pavilion	£0.00	£1,000.00	
Play Area Maintenance	£1,000.00	£1,000.00	
Trees/ Hedges	£0.00	£0.00	Green environment
Waste Removal (Commercial)	£1,000.00	£1,500.00	
Weed Spraying	£100.00	£0.00	
Car Park - maintenance	£0.00	£500.00	
Clock	£0.00	£1,000.00	
War Memorial	£0.00	£0.00	
Jubilee Lamp	£0.00	£0.00	
Public Toilet	£1,000.00	£750.00	
Green Environment management	£0.00	£3,000.00	
SUBTOTAL	£9,800.00	£14,800.00	
ELECTRICITY			
Public Toilets Lighting	£0.00	£275.00	
MUGA Lighting	£0.00	£450.00	
Street Lighting	£300.00	£275.00	
SUBTOTAL	£300.00	£1,000.00	
UNBUDGETED COSTS			
Jubilee Celebrations	£0.00	£0.00	
Jubilee Gardens	£0.00	£0.00	
Neighbourhood Development Plan	£0.00	£1,000.00	
SUBTOTAL	£0.00		
CAPITAL PROJECTS	£1,500.00	£1,500.00	
	£58,740.00	£57,701.00	
PRECEPT 2022/2023	£53,427.71		
RECOMMENDED PRECEPT 2023/2024		£57,701.00	8% Increase from last year

It was **proposed by** Cllr Gillard, **seconded** by Cllr Glasson, and **RESOLVED** that the 2023/2024 Budget would be set at £57,701.00 and that the Annual Precept would be raised by 8%. Unanimous. **Carried**

22/F024 - Review of effectiveness of internal audit, internal control & adopt Statement of Internal Control – the resignation of Cllr Dalton has created a vacancy for an internal control auditor. Possible nominees were discussed. It was **agreed** that the item would be deferred until the full Council meeting in **December 2022**.

22/F025 - Risk Assessment & Asset Register - to review risk and to ensure that assets adequately insured -It was **proposed by** Cllr Gillard, **seconded** by Cllr Sutherland, and **RESOLVED** that the Parish Clerk should work with the Locum Clerk to review the asset register and insurance policies, and to prepare recommendations for the Council. Unanimous. **Carried**.

22/F026 - Internal Audit- to consider and resolve to appoint Internal Auditor.

The meeting suspended. Locum Clerk (Carolyn May) left the room at 21.40 hrs

It was **proposed by** Cllr Gillard, **seconded** by Cllr. Quinlan, and **RESOLVED** to continue using services of the **Aalgaard Renshaw** for the purpose. Unanimous. **Carried**

21:10 The meeting reinstated. Locum Clerk (Carolyn May) re-entered the room

22/F027 The meeting closed at 21:34.