

PROBUS PARISH COUNCIL

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TO MEMBERS OF THE FINANCE COMMITTEE

Minutes of the **extraordinary** meeting of the Finance Committee of Probus Parish Council held on **Monday, the 16th March 2026** at **The committee room, Probus village hall, Amelia Close, TR2 4TS at 7pm** for the purpose of transacting the following business.

Members Present: Cllrs Nicholas Gillard (Chair), Cllr Ivan Myles James and Ian Peters

Also attending: Mr Adrian Webster (Locum Parish Clerk)

- 26/F012 Apologies for absence.**
Apologies received from Cllr James Faull and Cllr Jack Burr. Cllr Gillard **Proposed** to accept these apologies, **Seconded** by Cllr Peters, **Carried**
- 26/F013 Declaration of interest In items on the agenda**
Cllr Gillard – Playing Field committee member
- 26/F014 Public Participation (15 mins).**
None Attended
- 26/F015 Minutes** - to confirm the record of the finance committee meeting of 11th Feb 2026.
Cllr Gillard **Proposed** to accept these, Cllr Peters **Seconded**,
Unanimous
- 26/F016 Finance Committee – membership** – confirmation of Cllr members
and consider appointing a vice chair
Cllr Gillard thanked Cllr Myles for agreeing to join the Finance Committee, which brought the membership up to 5. Cllr Gillard then mentioned the need for a Vice Chair, to stand only until the May Council meeting,. No decision was taken regarding the vice chair.
- 26/F017 Urgent Expenditure items for consideration**
- a) appointment of an external evaluator to participate in the section process for the vacancy of parish council clerk/RFO
- To consider the proposed appointment and approve any expenditure as necessary to be reported to full council for ratification at its meeting scheduled for 19th March 2026
- Cllr Gillard indicated that Aalgard Renshaw had been approached and that Carolyn May indicated she would be willing to do this, at a rate of £75 per hour to be capped at £1,500.00
Cllr Gillard **Proposed** that this offer be accepted and that full council should ratify on 19th March. **Seconded** by Cllr Peters, **Carried**
- b) Parish Council accounts 2025/6 yr end preparation & reconciliation.
Appointment of external advisor to conduct a review with the locum clerk and provide a report.

To consider the proposed appointment and approve any expenditure as necessary to be reported to full council for ratification at its meeting scheduled for 19th March 2026

Again, Aalgard Renshaw had agreed to have an inspection of all the information to hand on 24th March when an initial Audit meeting had been arranged with the Clerk. Again their fee is £75.00 per hour, not to exceed 8hrs.

Cllr Myles **Proposed** to accept this , and **Seconded** by Cllr Peters, **Unanimous**

- c) Remedial works to Skate Ramp in Probus Play area. To consider the proposed works to remove the skating surface of the ramp and assess the extent of damage to the wood subframe; and determine arrangements to prevent access to the ramp in the interest of safety.

To consider the proposed appointment and approve any expenditure as necessary to be reported to full council for ratification at its meeting scheduled for 19th March 2026

Discussion took place regarding the works that need to be carried out, and initially, there is a need to make the ramp secure with the use of heras fencing and removal of the surface boards to be stored in the Pavillion.

Mr Glenn Plant of Plant Building Services has quoted £600 to carry out this work, including the cost of 4 new heras fences which Mr Plant considers are safer to use when children are about who could get injured on older used fencing.

Cllr Myles **Proposed** to accept this quote and for the Clerk to instruct Mr Plant to proceed **Seconded** by Cllr Peters, **Unanimous**.

- 26/F018 Building contract with R90 Construction Ltd for repairs to the portacabin roof.**
To receive and the contract for signature including arrangements for payment of a deposit amounting to 30% of the total estimate.

To consider the proposed contract and approve any expenditure as necessary to be reported to full council for ratification at its meeting scheduled for 19th March 2026

Cllr Gillard reported that the Contract for the works has been signed and that a request for 30% advance payment had been made. This is on the Payment Schedule for approval at the full Council meeting on 19th March.

- 26/F019 Correspondence**

(a) Correspondence received before the dispatch of the agenda
None Received

(b) Correspondence received after the dispatch of the agenda
None Received

- 26/F020 To close the meeting**
Meeting closed at 8:00pm 16th March 2026

A Webster

Locum Clerk to the Council