

## MEETING NO. 1184

### Minutes of the FEOCK PARISH COUNCIL FINANCE & GENERAL PURPOSES MEETING held on Monday 18<sup>th</sup> September 2017 at the Parish Council Office, Devoran at 7.00pm

WARDS	CARNON DOWNS	DEVORAN	FEOCK
	P Lightfoot	S Parker	R Andrew
	R Brickell		

In attendance: Debra Roberts, Parish Clerk & Responsible Finance Officer

CHAIRMAN: Councillor Lightfoot

#### 1. INTRODUCTION

The Clerk welcomed everyone to the meeting and advised that the first item on the agenda was to elect a new Chairman for the Committee.

#### 2. ELECTION OF CHAIRMAN

**RESOLUTION: CLLR ANDREW PROPOSED CLLR LIGHTFOOT FOR THE POSITION OF CHAIRMAN, SECONDED BY CLLR PARK AND CARRIED BY THE MEETING.**

#### 3. APOLOGIES

There were no apologies.

#### 4. APPROVAL OF MINUTES OF THE MEETING HELD ON 24<sup>th</sup> NOVEMBER 2016

**RESOLUTION: CLLR LIGHTFOOT PROPOSED THAT THE MINUTES OF THE MEETING HELD ON 24<sup>TH</sup> NOVEMBER 2016 AS CIRCULATED BY THE CLERK BE CONFIRMED AS A TRUE RECORD, AND SIGNED BY THE CHAIRMAN. THIS WAS SECONDED BY CLLR ANDREW AND WAS CARRIED BY THE MEETING.**

#### 5. DECLARATIONS OF INTEREST

Cllr Andrew advised that he was an employee of Cornwall Council and declared an interest in Item 7 where the Cornwall Council Council Call fund would be discussed, however he did not feel that this interest was sufficient for him to leave the meeting or not take part in the discussion.

#### 6. PUBLIC PARTICIPATION

There were no members of the public present.

#### 7. FINANCIAL ARRANGEMENTS FOR MONIES FROM SALE OF FEOCK READING ROOM

The Clerk had circulated a report showing the current bank balances for the Parish Council. The money from the sale of the Reading Room was currently split between the Cambridge Building Society and the Cornwall Council Call Fund facility. The agreement signed with Cornwall Council regarding the Call Fund was circulated and the members were satisfied with its contents.

**RESOLUTION: CLLR ANDREW PROPOSED THAT FOR THE TIME BEING THE MONEY BE LEFT IN THE CAMBRIDGE BUILDING SOCIETY AND THE CORNWALL COUNCIL CALL FUND, AND THAT THE CLERK FIND OUT THE COST OF PAYING OFF THE REMAINDER OF THE PUBLIC WORKS LOAN AND THE TERM LEFT ON THE LOAN, SECONDED BY CLLR LIGHTFOOT AND CARRIED BY THE MEETING.**

#### 8. PARISH COUNCIL BUSINESS PLAN & 4 YEAR BUDGET

The Clerk had circulated a draft business plan that herself and the Chairman, Cllr Johnson had drafted. It was suggested to add in a section on Training & Development (referring to the new Training policy which the Clerk had drafted) and the Nolan Principles.

**RESOLUTION: CLLR ANDREW PROPOSED THAT WITH THE ADDITION OF A PARAGRAPH REGARDING TRAINING AND THE NOLAN PRINCIPLES THAT THE BUSINESS PLAN BE RECOMMENDED TO THE FULL PARISH COUNCIL IN OCTOBER, SECONDED BY CLLR PARKER AND CARRIED BY THE MEETING.**

**RESOLUTION: CLLR ANDREW PROPOSED THAT THE CLERK DRAFT A 3 YEAR BUDGET AND BRING THIS TO THE NEXT FINANCE MEETING IN OCTOBER FOR CONSIDERATION, SECONDED BY CLLR PARKER AND CARRIED BY THE MEETING.**

**9. MEMBERS ALLOWANCES POLICY**

The Clerk had circulated a draft Members and Staff Allowances Policy which covered mileage allowances, subsistence and the Chairmans Allowance. The Clerk had drafted this to ensure there was no confusion regarding how and when any of these allowances could be claimed. Cllr Lightfoot requested that a section regarding overnights stays was included and also it was agreed to merge the paragraphs which were duplicated for both Staff and Members and that the mileage rates be checked to ensure they were the latest HMRC rates.

**RESOLUTION: CLLR BRICKELL PROPOSED THAT WITH THE ABOVE CHANGES THE MEMBERS & STAFF ALLOWANCE POLICY BE RECOMMENDED FOR APPROVAL BY THE FULL PARISH COUNCIL, SECONDED BY CLLR PARKER AND CARRIED BY THE MEETING.**

**10. CONFIRMATION OF BANK ACCOUNT SIGNATORIES**

The Clerk advised that Mike Kemp who had left the Council had been removed as a signatory from the Parish Council's bank accounts, the current signatories were herself as Clerk, Cllr Johnson, Cllr Andrew and Cllr Richards.

**11. QUALITY COUNCIL AWARD**

The Clerk had circulated a report regarding the criteria for the 3 levels of Quality Council Award. The Council already met a lot of the criteria for all 3 levels and it was agreed to concentrate on fulfilling all the criteria to enable the Gold level award to be applied for. The Clerk would draft all the policies and procedures required and bring these to the next Finance Meeting for comment/approval before taking to the Parish Council in November.

There being further business the meeting closed at 7.50pm.

**Next meeting: Monday 16<sup>th</sup> October 2017 at 7pm**

Signed by Chair – Cllr Lightfoot