

*St Endellion Parish Council*

**Finance and Car Park Committee Meeting**

Held 27 November 2013

Church Rooms, Port Isaac

Present : Cllr M Coles (Ch)  
Cllr M Bell  
Cllr D Philp  
Cllr D Raynor

Also Present : Mrs E M Banfield (Parish Clerk)  
Cllr D Phelps (NC)  
4 Members of the Public

1.	<b>Housekeeping :</b> Cllr Coles reminded those present of Emergency Procedures, location of WC's and that there were no local hazards.	
2.	<b>Apologies for Absence :</b> None – all present	
3.	<b>Declarations of Interest :</b> None	
4.	<b>Public Forum :</b> <ul style="list-style-type: none"><li>• D Lanyon spoke to Members regarding the lack of investment at the Playing Field and told the Committee the Council needs to think of the Community and not just the visitors. The Playing Fields Association do not expect the Council to pay for all the improvements as grants are available but there needs to be match funding in place in order to apply for/obtain those grants. As P/F Co-Ordinator Mr Lanyon told members he feels let down.</li><li>• J Tiddy echoed Mr Lanyon's statement and told Members the play equipment is not safe and she won't allow her children to go to the field.</li><li>• B Bell agreeing with the previous speakers told Members that a promise of funding is required in order to start fund raising. The playground is essential for the village. Referring to the precept Mrs Bell pointed out that toilet provision and the costs thereto was excessive. Comparing costs to those of St Merryn where a public meeting had been held to discuss provision of a public toilet, Mrs Bell suggested similar action is needed at St Endellion. The precept for the parish should not be increased.</li><li>• L Thomas did not wish to address Members</li><li>• D Phelps told Members that the Parish Council is spiralling out of control, the precept should not increase and decisions made at this Committee are a 'fait accompli'. There should only be one meeting a month and the parish should not buy the toilets.</li></ul>	
5.	<b>Payment to PDP Green:</b> Cllr Bell told Members he had passed this matter over to the Clerk to deal with.  Mrs Banfield advised Cllr Bell that she could not take over this matter as she had not been involved with the contract and was not employed by the Council when the work and contract were discussed. To get to the bottom of this issue would take a lot of investigation on her part which in turn would cost the Council. Cllr Bell said he would continue to press ahead with the matter.	<b>Cllr Bell</b>

	Members noted the time of the meeting at the car park on Thursday however Cllr Bell explained that the matter of the payment to PDP Green would not be discussed or dealt with at the meeting which would only be dealing with contractual snagging.	
6.	<p><b>VOA Business Rates</b> : Cllr Bell advised that a Rateable Value for the Car Park had been based on a Cornwall Council long term car park on the outskirts of Padstow. This is now non-negotiable. However the most recent figure given is an improvement on the original and as soon as that figure is entered on the list Cllr Bell will appeal on the terms that the car park at Padstow is illuminated, has WC's, is close to a social club and used 24 hours. The rates could now be £14836 whilst the rateable value is £31500.</p> <p>Cllr Bell will appeal on the Council's behalf highlighting the disadvantages when compared with Padstow.</p>	<b>Recommended</b>
7.	<p><b>Internal Auditor's Report</b></p> <p>Cllr Coles asked the Clerk to elucidate.</p> <ul style="list-style-type: none"> <li>• Fidelity Guarantee Cover : whilst this is required, an increase need not necessarily be taken up until the next premium is due. So proposed Cllr Raynor Seconded Cllr Coles</li> <li>• Loss of Income Cover : no need to increase cover</li> <li>• Bank Reconciliation : Mrs Banfield explained to Members that problems in reconciling appeared to be historic and until she has received training on 11 December, this task will not be tackled.</li> <li>• Precept , Budget and Reserves : Members noted the comments from Mr Abraham and that figures may need to be altered in the current budget.</li> <li>• Payments : comments noted and the outstanding historic VAT amount will be claimed at the next opportunity.</li> <li>• Payroll : to be discussed at the end of the meeting in the absence of members of the public</li> <li>• Other Income : Car Park income. Banking by the contractor is now taking place on a weekly basis but may need to increase in the summer period. It was noted that there appeared to be no income reports from the period prior to the service by ASP.</li> </ul>	<p><b>Recommended</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>
8.	<p><b>Non Agenda Items at the Discretion of the Chairman</b></p> <p>➤ <b>Traffic Calming</b> : The Chairman of Committee Cllr Coles explained that the matter of the traffic calming proposals for Church Hill discussed at the Council Meeting needed to be addressed and recommended to the Council at the next meeting.</p> <p>Members recalled the photographs of road marking, bollards and signs as suggested by Oliver Jones of Cornwall Council. The Parish Council had requested signage to deter unsuspecting drivers venturing down this road. Costs from Oliver Jones had come in at £1600 and enquiries revealed he would expect the Parish Council to contribute £600 to get</p>	

	<p>the scheme up and running. Negotiations had reduced that figure to £500 and it was unlikely to be reduced further.</p> <p>Following discussions regarding the various vehicles (including an ambulance) becoming stuck at the bottom and damage caused to a property Members agreed the contribution of £500 needed to be made. So proposed Cllr Raynor Seconded Cllr Coles</p> <p>➤ <b>Banking Arrangements</b> : This matter continues to cause problems and it has now been notified by the Bank that the Clerk must be a signatory in order that she may deal with the finances and bank accounts. Forms have been received and will be brought to the Council Meeting for verification by the Chairman.</p>	<b>Recommended</b>
9.	<p><b>Budgets/Precept 2014/15</b></p> <p><b>Reserves</b> : Cllr Coles explained that the Council has very few Policies to guide Members including a Policy for Reserves, both General and Ear Marked. A draft Policy was distributed to Members with the request that they take it away and study for further discussion at the next meeting. Once the Committee is satisfied with a final draft it will be put before the Council with the request it is adopted.</p> <p><b>Budgets</b> : Cllr Coles distributed budget sheets for discussion purposes along with supporting explanatory notes.</p> <p>Cllr Bell queried the toilet costs but was told until final details are received from Cornwall Council, costs are based on what is known so far.</p> <p>Cllr Coles advised that depending on actual running costs, along with a likely reduction in the estimated cost of rates for the car park, the budget figures may reduce. If car park revenue exceeds expectations the required General Reserve (running fund of 3 – 12 months of budget) could be achieved with possibly some to spare.</p> <p>However, Mrs Banfield pointed out that some items had been overlooked such as election costs which must be included, training, advertising. Sums need to be set aside for these items. Grants funding had exceeded this year's budget very quickly and this needs to be revised in the proposed budgets.</p> <p>Members to inform Cllr Coles of any changes or alterations prior to presenting to the Council.</p> <p>Cllr Raynor will speak to Sproulls re WC's at Harbour and J Alford re summer running of WC's and costs thereto.</p> <p>Mrs Banfield to request costed estimate for repairs to play equipment following the inspection. Members recognised that depending on the report, it may be necessary to rethink the situation at the Park.</p>	<p><b>Cttee Members</b></p> <p><b>Cllr Raynor</b></p> <p><b>Clerk</b></p>
10.	<p><b>Financial Risk Assessments and Policies</b></p> <p>Cllr Raynor is going through the documentation and will report to the Committee in due course.</p>	<b>Cllr Raynor</b>
11	<p><b>Terms of Reference</b></p> <p>No changes to TOR's are required.</p>	

12	<b>Items for Next Agenda</b> <ul style="list-style-type: none"> <li>• Budgets/Precepts</li> <li>• Risk Assessments and Policies</li> <li>• Reserves Policy</li> <li>• Posters on Notice Board in car park – charges</li> <li>• Catering facility at Car Park</li> </ul>	
13	<b>Correspondence</b>  Mrs Banfield advised Members of the correspondence received but there was nothing of note that needed further action	
13	<b>Date of Next Committee Meeting</b>  16 December at 4pm, same venue	

The meeting closed at 6:45pm

Signed : .....  
                    Cllr M Coles, Committee Chairman

Date : .....

NC = Non Committee Member

## **CONFIDENTIAL MATTERS – SALARY/PAYROLL ARRANGEMENTS**

The Internal Auditor had advised that current arrangements for paying the Clerk need to be adjusted/changed.

At the moment the cheque is signed up to two weeks after the pay date and does not correspond with the HMRC RTI period.

The Auditor suggested the Clerk's pay/hours are checked and such payment is signed off by two Members of the Council before the end of the month, to then be paid by cheque or electronically.

The Clerk was asked how she would prefer to be paid and replied that under the circumstances she would like to be paid electronically, once the Chairman and Deputy have signed off her hours and agreed the payment at the current rate per hour.

Members agreed that this was the way forward and given that the Clerk will now be a signatory can arrange with the bank for an electronic payment device.

Salary details will still be noted on the schedule of payments and presented to Members at the Council but as a 'Paid' account. Once paid electronically, supporting paperwork is provided by the system for filing and checking by the auditor.