

St Endellion Parish Council

Reconvened Finance and Car Park Committee Meeting

Held 2 January 2014 at 4pm

Port Isaac CP School (Library)

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

Also Present : Mrs E M Banfield (Parish Clerk)

1.	Housekeeping : Cllr Coles reminded those present of Emergency Procedures, location of WC's and that there were no local hazards.	
2.	Apologies for Absence : None – all present	
3.	Declarations of Interest : None	
4.	Public Forum : None present	
5.	Matters Arising from the last meeting : None	
6.	<p>Budgets and Precept 2014-15 (continued)</p> <p>Cllr Coles distributed budget sheets reworked since the previous meeting, based on agreed figures and including the new nominal codes allocated for new budgets.</p> <p>The Ear Marked Reserves were explained as were the Reserve figures. The General Reserve amounts to approximately five months running costs, a figure consistent with recommendations in the Governance and Accountability for Local Councils in England document.</p> <p>Members recognised that a budget for weed killing on some highways areas may be necessary depending on a decision by the Council, now that CC have advised they are withdrawing this service. The Clerk was asked to obtain the length of Highway involved in order that costs can be calculated based on figures provided by CC for each kilometre.</p> <p>A figure would be inserted when known</p> <p>Cllr Bell proposed that, based on figures and supporting notes presented by Cllr Coles and input from Members and the Clerk at the earlier meeting in December, a 2% increase on last year's precept of £20500 be allocated. Cllr Philp seconded</p> <p>The Reserves Policy was discussed and the Clerk suggested this was included in the Financial Regulations in order that when every Member received a copy of the Financial Regulations in their 'pack', they would know what the policy on reserves was.</p> <p>So proposed Cllr Bell and Seconded by Cllr Raynor</p> <p>Cllr Bell further proposed that the 'Reserves' section of the Financial Regulations to state that a minimum five month General Reserve be maintained each year. Seconded Cllr Philp</p> <p>Maintenance of the 'Slate Quay' was raised and it was recognised that repair work would be necessary when the weather improved. As there is no specific fund for such</p>	<p>Clerk</p> <p>Recommended</p> <p>Recommended</p> <p>Recommended</p>

	<p>expenditure the Clerk suggested utilising the nominal code 4210 which at the moment had no figure allocated.</p> <p>It was agreed that this Nominal would be used for General Maintenance and a figure of £2000 to be allocated to it.</p> <p>Members acknowledged that the 2% proposed increase would be 'swallowed up' by this expenditure and possible Highways weed killing services.</p>	
7.	<p>Grass Cutting Contracts</p> <p>It was agreed that a pack for all elements of grass cutting was required.</p> <p>The Clerk was asked to investigate with other councils what their contracts/specs etc consisted of.</p> <p>Cllr Bell proposed a combined contract with one contractor taking on all the grass cutting (verges, footpaths, cemetery, playing field, car park, Main). Cllr Raynor seconded</p> <p>Depending on whether the Council takes on the WC's will result in the grass cutting outside. The contractor will also need to be qualified in spraying and this will also be included re car park and playing field. Due to grants from CC regarding footpaths and verges, the invoices will need to be detailed for each element.</p>	<p>Clerk</p> <p>Recommended</p>
8.	<p>Financial Risk Assessments, Finance Policy, Reserves Policy and Standing Orders.</p> <p>It was noted that Standing Orders had been discussed and altered previously with regard to the public forum. No further amendments are necessary.</p> <p>The Finance Policy and Reserves Policies had been discussed earlier in the meeting and a Recommendation resulted</p> <p>Financial Risk Assessments were ongoing with insurance details currently being checked and the whole to be reviewed in April.</p>	
9.	<p>Car park Notice Board</p> <p>Members agreed that administration and management of advertising on the board could be onerous and time consuming unless simplified.</p> <p>It was agreed that £50 for an A5 advert (half the size of an A4 sheet) for 12 months starting 1 April 2014 would be recommended to the Council Proposed Cllr Philp Seconded Cllr Bell</p> <p>A4 adverts would be permitted at double the cost Proposed Cllr Philp Seconded Cllr Bell</p>	<p>Recommended</p> <p>Recommended</p>
10.	<p>Car Park Catering Facility</p> <p>Cllr Coles passed around a prepared suggested advertisement for tenders.</p> <p>Details of a contract and various possibilities were discussed.</p> <p>Cllr Coles proposed that the advert, once agreed by Council, to be placed as soon as possible Cllr Raynor seconded</p>	<p>Recommended</p>
11.	<p>Terms of Reference</p> <p>No change</p>	

12.	<p>Outside Committees</p> <p>Fireworks Committee : The Clerk was asked to check Public Liability cover on the Council's Insurance. So far it had been established that the Council could raise the order for the fireworks and appoint volunteers to set them off. Public liability was not clear.</p> <p>Trelights Village Green : This 'committee' puts up Christmas lights and organises a BBQ. This to be checked also.</p>	Clerk
13.	<p>Trelights Village Green Grant</p> <p>Cllr Philp asked that this matter be postponed until he has checked the current situation at the village.</p> <p>It was pointed out that contrary to previous advice to the Clerk, there <i>is</i> a climbing frame on the green.</p> <p>The Clerk told members she would contact Cormac to have it included in the inspections.</p>	<p>Cllr Philp</p> <p>Clerk</p>
14.	<p>Items/Matters for next Agenda</p> <ul style="list-style-type: none"> • Risk Assessments <p>At this point the matter of insurance cover for The Main was raised. The Clerk asked what the Assessor had said when quoting for the insurance policy. It was unknown whether the Assessor had visited. The Clerk was asked to check this and request a visit/inspection by the assessor if he hadn't already done so</p>	Clerk
15.	<p>Correspondence</p> <p>None</p>	
16.	<p>Date of Next Meeting</p> <p>27 January 2014 – time and venue to be advised - Cllr Bell offered apologies for absence at this meeting due to business commitments.</p>	

The meeting closed at 5.55pm

Signed :
Cllr M Coles, Committee Chairman

Date :