

Millbrook Parish Council

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Millbrook Parish Council

Finance Meeting 19 September 2017

MINUTES

Minutes of the meeting of Millbrook Parish Council held on Tuesday 19th September 2017 in Millbrook Village Hall, Millbrook.

Present: Cllrs D. Wood, S. Lewis, C. Wilton, R. Meeson, N Roberts

1. **Elect Chair**

It was proposed by Cllr Roberts and seconded by Cllr Lewis; that Cllr Wood be chair of the meeting. The motion was carried unanimously.

2. **Declarations of interests and gifts**

No Councillor reported having been given any gifts.

3. **Hold staff appraisals, contractor's agreements and employment issues.**

i. **Staff appraisals and employment issues**

It was noted the Clerk had completed appraisals for the staff.

It was proposed by Cllr Wilton and seconded by Cllr Roberts that, with the proviso the new Clerk completes the staff appraisals, future employment issues are dealt with by the staffing committee.¹

ii. **Contractors agreements**

Plandscape have a 3 year agreement in place with Millbrook Parish Council. As part of this agreement a free of charge tree survey was offered to the Council. The survey has recently been completed and the report was emailed to the Council on Monday 20th September 2017.

The Chair informed the committee that Plandscape have previously reported a problem with access to the playing field due to cars parking across the gate by the tractor park.

The Chair suggested a notice needs to go up on the gate advising 'no unauthorised parking'.

There were no other issues with this contractor reported.

4. **Review of Standing Order Financial Regulations**

Cllr Wilton proposed the following changes to Financial Regulation 6.4 and Standing Order 31 (urgent business).

Financial Regulation 6.4 The removal of '*where delay may cause inconvenience*' and following payments shall be submitted to the next appropriate meeting of the Council the insertion of '*approved under section 31 of the standing orders*'.

Standing Order 31 'Urgent Business'; insertion the words '*electronic*' and '*includes financial payments*'. (full text for this standing order shown below with the insertion in bold and underlined).

¹ Deputy Clerk to have recent staff appraisals available for the staffing committee to review.

Amendment;

Where no meeting of the Parish Council is scheduled within the necessary timescale to enable a decision concerning an urgent matter to be taken, Clerk may, in consultation with the Chairman and Vice Chairman, determine that matter, after seeking a majority verbal or electronic approval from the remainder of the Parish Council. **This includes financial payments.** All decisions to be taken under this standing order, together with the reasons for the urgency which required a decision to be taken, shall be placed before the next Parish Council meeting in order that confirmation of the resolution can be minuted. The motion to accept these changes was seconded by Cllr Roberts and agreed unanimously.

Financial Regulation order 6.5; Cllr Meeson proposed removing the words ‘*computer centre takings*’ and replacing them with ‘*car park takings*’

Amendment;

The RFO shall maintain a cash book to record receipts and payments in respect of the car park income.

Cllr Lewis seconded this proposal which was agreed unanimously by the committee.

Following the closure of Lloyds Bank in Torpoint, the Council has incurred issues cashing cheques for the petty cash float. The Chair proposed subject to advice from the Councils internal auditor, in future a required amount to top of the petty cash float will be used from the car park takings and journals created. It was agreed the RFO will continue to maintain the cash float that will not exceed £100 for stamps and minor expenses. The motion was seconded by Cllr Lewis and agreed unanimously.²

The financial payment listing was reviewed. The Chair requested that future listings detail payments to HMRC as a separate item (not added to the wages). The revised format of the payment listing was accepted by the committee.

The Deputy Clerk was asked to look into training courses for the Finance Committee.³

5. Review of progress on grants

Cllr Lewis reported £100.00 has been received from Cornwall Council to updating the Emergency Plan. The grant has been used to purchase high visibility jackets and assist the costs of printing and publicity of the plan.

A further grant will be available once the updated Emergency Plan is completed. The Chair informed the committee that the next round of Mendennick Solar Farm Community Benefit Fund needs chasing.⁴

6. Inspect Council records as per audit programme

Due to time constraints the Chair proposed deferring the quarterly audit. The Chair will undertake the audit with at least one other Councillor. The motion was seconded by Cllr Wilton and agreed unanimously.

The meeting finished at 6.55pm.

² The Deputy Clerk to seek advice from the Councils internal auditor regarding petty cash float procedures.

³ The Deputy Clerk to make enquiries with CALC regarding finance training.

⁴ The Clerk / Deputy Clerk to contact REG Power Management