

ST GERMANS PARISH COUNCIL

Chairman: Mrs Patricia Pipe

Clerk: Mrs Emily Young – Tel: 07845 130596 Email: clerk@stgermansparishcouncil.gov.uk

Website: www.stgermansparishcouncil.gov.uk

Minutes of the Finance and General Purposes Committee meeting held at the Eliot Hall on Wednesday 18th September 2019 at 1.30pm

Present

Cllr N Witton, Cllr P Pipe, Cllr G Mackeen and Cllr D Carter

1. Declarations of Interests and Dispensations

- 1.1 To receive declarations of interest from Councillors on items on the agenda
 - 1.2 To receive written requests for dispensations for disclosable pecuniary interests
 - 1.3 To grant any requests for dispensations as appropriate
- There were no declaration of interests made.

Public participation

There were no members of the public present.

2. Apologies for absence

None received.

3. Election of a Chairperson

It was proposed by Cllr Pipe to elect Cllr Carter as the Chairperson. This was seconded by Cllr Witton. All were in favour.

4. Understand and agree Terms of Reference

To prepare the annual budget for approval by Full Council; to oversee financial procedures of the Council and carry out budgetary control monitoring; to monitor expenditure by other committees. To deal with other matters as required and to monitor and ensure the effective and efficient administration of the Council's business as a whole.

Maximum number of seats = 6

Members appointed – Cllr Pipe, Cllr Carter, Cllr Witton, Cllr Skelton and Cllr Mackeen

Reports to – Full Council

Quorum = 3

It was proposed by Cllr Pipe to accept the above terms of reference, this was seconded by Cllr Witton and all were in favour.

5. Approval of Minutes held on 10th December 2018

It was proposed by Cllr Pipe and seconded by Cllr Witton that the minutes be approved. All were in favour. The minutes were signed by Cllr Carter.

6. Review of current financial position

The Clerk presented each member with a copy of the latest bank statement. It showed a credit balance of £177,734.75. It was proposed by Cllr Witton to approve the statement provided. This was seconded by Cllr Mackeen. All in favour.

7. Review of current budget and actuals to-date

The Clerk circulated copies of the current income and expenditure spreadsheet, highlighting the spending to-date for each of the headings, against the 2019-20 budget and the amount left to spend. Explanations were provided on each heading. It was proposed by Cllr Pipe to approve this spreadsheet, seconded by Cllr Witton. All in favour.

8. Review of risk assessments

We discussed the current risk assessments that are carried out on the Burial ground, Tideford play park and St Germans play park. It was felt that the above risk assessments should be carried out twice a year or sooner if needed. The Clerk was also asked to carry out risk assessments on the Millennium gardens, BT phone box (once adopted), the 3 bus shelters and all of the seats/benches in the Parish. This was proposed by Cllr Pipe and seconded by Cllr Carter. All in favour.

9. Review of financial regulations

The Clerk agreed to highlight all the changes in the new regulations and to circulate this to all members. The Clerk also agreed to research about investment policies and fixed term bonds.

10. Insurance renewals

Prior to this meeting, the Clerk circulated the insurance quotations to all members (3 quotations obtained). This committee would like to see Inspire renewed for one year at an annual premium of £1,335.86. This was proposed by Cllr Pipe, seconded by Cllr Mackeen. All in favour.

11. Date of next meeting to set precept and review existing contractors

The next F&GP Committee meeting was set for Tuesday 15 October, 1.30pm in the Eliot hall.

12. To agree and make recommendations for the Parish Council

It was agreed (see item 10) to make recommendations for full council to accept the insurance renewal by Inspire for one year.

Meeting closed at 2.44pm.

Please note that all meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.

Signed as a true record of the meeting.....

Chairman

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Date