

ST STEPHEN IN BRANNEL PARISH COUNCIL

Minutes of the ordinary meeting of the Finance & General Purposes Committee held in the Brannel Room, Fore Street, St Stephen on Wednesday 23 May 2018 at 7.30pm.

Present: Chair: Cllr Mrs Allsopp
Vice Chair: Cllr Wonnacott MBE
Messers: Cllrs Edmonds, McLening, Sibley (Substitute) and Simpson
Madams: Cllr Mrs Harris

In Attendance: Linda Ranger – Clerk & RFO and 2 members of the public.

Cllr Mrs Allsopp ran through housekeeping procedures.

She welcomed everyone to the meeting and reminded everyone present that, if they intended to participate in the meeting, they could be recorded, photographed, filmed or otherwise reported about.

F36/18 Election of Committee Chairman:

It was

RESOLVED that Cllr Mrs Allsopp be elected as Committee Chairman.

F37/18 Election of Committee Vice Chairman:

It was

RESOLVED that Cllr Wonnacott MBE be elected as Committee Vice Chairman.

F38/18 Apologies:

None.

F39/18 Declarations of Interest:

Cllr McLening declared an interest in the grant application from Coombe Community Hall.

Cllr Edmonds and Cllr Mrs Harris declared an interest in the grant application from Brannel School Council.

F40/18 Dispensations:

None.

F41/18 Public Participations:

The members of the public did not wish to speak.

F42/18 Minutes of the Previous Meeting:

It was

RESOLVED that the minutes of the meeting held on Wednesday 28 March 2018 be adopted and signed as true and accurate records.

F43/18 Matters Arising (for information only):

15/18: The vehicle at St Stephen had been removed following a letter from Cornwall Council, the situation at Nanpean was on-going.

27/18: The Brannel School student had decided not to attend the event so the cheque had been destroyed.

33/18: The grant had been approved and the monies received. The work would start in July 2018.

F44/18 Payment of Accounts:

None.

F45/18 Grant Panel:

It was

RESOLVED that Cllrs Mrs Allsopp, McLening and Wonnacott MBE be appointed to the panel with Cllr Simpson as substitute.

F46/18 Financial Risk Management:

a) It was

RESOLVED to appoint Cllrs Edmonds and Mrs Harris to carry out the internal control check with Cllr Simpson as substitute.

b) It was

RESOLVED to appoint Cllrs Edmonds and Wonnacott MBE to carry out the Financial Risk Assessment and the Review of the Effectiveness of the Internal Control System including the Audit Plan with Cllr Mrs Allsopp as substitute.

F47/18 General Data Protection Regulations:

a) It was

RESOLVED to appoint Cllrs Mrs Allsopp and Mrs Harris to carry out the GDPR internal audit with Cllr Wonnacott MBE as substitute.

b) The Clerk advised that

- Draft Privacy Notices for General and Staff/Councillor use would be presented to Full Council at the next meeting for approval;
- A Subject Access Requests Policy would be presented to Full Council at the next meeting for approval;
- The Personal Data Audit Questionnaire was ready for the first GDPR internal audit to take place;
- Arrangements for IT encryption packages to be installed on all Council PC's and lap tops had been made;
- Information was awaited from Seadog IT regarding the compliance of the Parish Council website but first indications showed minimal work was needed;

- Consent forms were ready to be distributed once the Privacy Notices had been agreed;
- Britannia Lanes Cornwall had delivered a console and bags for the safe disposal of paperwork, this would be on a 2-week cycle contract basis; and
- Document templates were awaited from CALC to carry out the creation of an information asset register, creation of data flow maps and privacy impact assessments.

F48/18 Grant Applications:

It was

RESOLVED to recommend that the following be awarded:

- a) Student of Brannel School
Tanzania voluntary trip
To refer the student to Roche Parish Council and Cornwall Cllr John Wood in the first instance

Cllrs Edmonds and Mrs Harris left the meeting.

- b) Brannel School Council
Small Projects Grant to assist the social enterprise help the school go "plastic free"
£105 – General Power of Competence

Cllrs Edmonds and Mrs Harris returned to the meeting.

- c) Whitemoor Village Hall
Annual Grant for 2018/19
£1000 – Local Government Act 1972 s.133
- d) St Stephen Recreation Ground
Annual Grant for 2018/19
£1250 – Local Government Act 1976 s19 Misc Prov
- e) St Stephen Bowling Club
Annual Grant for 2018/19
£500 – Local Government Act 1976 s19 Misc Prov
- f) Gainsborough Park Residents Association
Annual Grant for 2018/19
£1000 – Local Government Act 1972 s.133

Cllr McLening left the meeting.

- g) Coombe Community Hall
Annual Grant for 2018/19
£1000 – Local Government Act 1972 s.133

- h) Coombe PFA
Annual Grant for 2018/19
£1250 – Local Government Act 1976 s19 Misc Prov

Cllr McLening returned to the meeting.

- i) St Stephen Skittle Club
Small Project Grant
£300 – Local Government Act 1976 s19 Misc Prov

F49/18 Internal Auditor Final Report:

The Clerk detailed the suggestions from the Internal Auditor. It was **RESOLVED** to recommend to Full Council that point 4.1 of Financial Regulations be amended as follows –

- “the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500; and
- the Neighbourhood Plan Steering Group for any items over £500.”

The Clerk raised concerns over the debit card limit. It was further **RESOLVED** to recommend to Full Council that the limit be increased to match the emergency expenditure amount of £3,500.

F50/18 Heating System – Brannel Room Building:

The Clerk detailed the quotations that she had received and advised of a possible cheaper option. It was **RESOLVED** that the Clerk obtain quotations on electric ceramic heaters.

F51/18 ECIR Test:

It was

RESOLVED to accept the quotation from WF Collings for £270 plus VAT.

F52/18 Financial Compensation Scheme:

It was

RESOLVED to recommend to Full Council that a Public-Sector Deposit Fund be opened with CCLA and that £85,000 be transferred from the Lloyds Business Account.

F53/18 Information & Answers:

- a) A request for No Smoking signs to go in Council bus shelters had been received. The Clerk would arrange this.
- b) A request for a 7 x 4 ft shed to go on an allotment plot had been received. Permission had been given.
- c) A request to use the Parish Council chairs had been received from a group that hires the Brannel Room. Permission was given on the understanding that the group pay for any damages if incurred.
- d) The audit paperwork had been sent to and received by the External Auditor.

- e) The Committee Chairman had checked and signed the bank reconciliation for April 2018.
- f) Cllr Sibley reminded Members that the China Clay Community Network meeting would be taking place on Monday 4th June 2018 at Treviscoe Institute.

Two members of the public left the meeting at 8.25pm.

It was

RESOLVED that in view of the confidential nature of the business about to be transacted, the public and press be excluded and instructed to withdraw.

It was

RESOLVED to raise standing order 11.

F54/18 Confidential Matters:

It was

RESOLVED that the recommendations go to Full Council under a confidential agenda item.

The meeting closed at 8.35pm

Chairman.....

Date.....

RECOMMENDATIONS:

Grant Applications:

That the following be awarded -

- a) Student of Brannel School
Tanzania voluntary trip
To refer the student to Roche Parish Council and Cornwall Cllr John Wood in the first instance.
- b) Brannel School Council
Small Projects Grant to assist the social enterprise help the school go “plastic free”
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Internal Auditor Final Report:

That point 4.1 of Financial Regulations be amended as follows –

- “the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500; and
- the Neighbourhood Plan Steering Group for any items over £500.”

That the debit card limit be increased to match the emergency expenditure amount of £3,500.

Financial Compensation Scheme:

That a Public-Sector Deposit Fund be opened with CCLA and £85,000 be transferred from the Lloyds Business Account.

Confidential Matters:

The recommendations go to Full Council under a confidential agenda item.