

**Minutes of the EXTRAORDINARY MEETING of PORTREATH PARISH COUNCIL
on Monday 28th March 2022, St Mary's Church Hall, 6:30pm**



Councillors: Chairman Mr. I. Stewart, Mr S. Goodwin and Mr. J. Tull
Lucy Jose, Clerk to the Council

9111 Chairman's Welcome

The Chairman welcomed those present to the meeting and explained procedures for the meeting. Highlighting the council's caution regarding Covid 19, the Chairman explained the scheme of Emergency delegation would remain in place. The Chairman explained the procedure for public participation highlighting the three minutes per person speaking with a maximum of 15 minutes public participation in total.

9112 To confirm the minutes of meetings held on Monday 7th March 2022

The Chairman proposed that that the minutes for the meeting held on 7th March 2022 be signed as constituting an accurate record of proceedings. This was seconded by Cllr. Goodwin put to the meeting and carried unanimously.

9113 To Receive Apologies

Apologies were recorded from Cllrs. Hitchen, Jose, G. Tull, Nash and Symonds. The meeting noted that Cllr. Kessell was not present.

9114 Declaration of Interests

The Clerk declared an interest in agenda item 12.

**9115 Public Participation Session, when members of the public may raise matters with Councillors
None**

9116 Review the 2021/22 Budget

The Clerk summarised the figures to the end of 2021/22 commenting that the prediction for the end of year made when setting the budget was reasonable accurate, and that it was likely approximately £42,000 will be carried forward to 22/23.

Cllr Goodwin Chairman of the Finance and Staffing Committee congratulated the Clerk on keeping the council to budget for the year.

9117 To look at the internal audit process and the process for completing the 21/22 AGAR, authorise any action and consider associated expenditure

The Clerk summarised the internal audit process stating that they would be working again this year with the auditors Husdon Accounting Ltd. The Clerk confirmed that the process was already under way and commented that there is a significant amount of work that goes into preparation of the required documentation by the auditors. The Clerk informed the meeting that internal process, systems and paperwork were audited as well as the accounts.

Moving on to cover the Annual Governance and Accountability Review the Clerk informed councillors that the auditors for this were appointed nationally and the same company was being used again this year. The Clerk highlighted the significant documentation required to get the council to the point of approving the accounting statement and the Annual Governance Statement. The clerk informed the meeting that they were considering the May meeting for signing both.

**9118 Review and update the Financial Regulations, authorise any action and consider associated expenditure
Cllr Goodwin, Chair of the Finance and Staffing Committee summarised the changes to the Financial Regulations inline with the model document to include reference to the newly formed Finance and Staffing Committee.**

Cllr. Stewart proposed that Portreath Parish Council adopt the revised Financial Regulations as recommended by Cllr Goodwin. This was seconded by Cllr. Tull put to the meeting and carried unanimously.

9119 To note the NALC E01-22 | NATIONAL SALARY AWARD 2021/22 relevant to paid staff of the council, authorise any action and consider associated expenditure

The Meeting noted NALC E01-22 | NATIONAL SALARY AWARD 2021/22 indicating that the salary scales for council employees had been published with increased rates from the 1st April 2021. The Chairman informed that meeting that this would mean a backdated pay rise for the Clerk, which had previously been included in the 21/22 budget. The Chairman commented that the 22/23 salary agreements was also still outstanding.

9120 To Approve the upgrade of the SLCC membership at a cost of £55 per year, authorise any action and consider associated expenditure

The Clerk summarised the benefits to both their professional development and the development for the council in joining the SLCC CPD Scheme.

The Chairman proposed that the Clerk upgrade the membership of SLCC at a cost of £55 per year. This was seconded by Cllr. Tull, put to the meeting and carried unanimously.

9121 To resolve under the 1960 Public Bodies (Admission to Meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed

The meeting unanimously **RESOLVED** under the 1960 Public Bodies (Admission to Meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed

9122 To Approve the payment of the Clerk for additional hours worked during 2022, authorise any action and consider associated expenditure

The Clerk declared an interest in the next item on the agenda.

Councillors asked the Clerk to summarise the build-up of hours during 21/22. The Clerk outlined the cost of the paying the additional Hours. and left the meeting.

Cllr. Goodwin proposed payment of an additional 50 hours worked by the Clerk during 21/22 be approved for payment within their march Salary payment. This was seconded by Cllr. Tull, put too the meeting and carried unanimously.

The meeting agreed that any outstanding hours above the 50 that would be paid to the clerk would be carried forward as holiday to 22/23.

9123 To agree the date of the next meeting, Monday 4th April 2022

The meeting confirmed the date of the next full meeting of the council as the 4th April at 6:30pm.

9124 Close of Meeting

The Chairman thanked everyone for their attendance and participation and closed the meeting at 19:20.

4th April 2022

Chairman – Cllr. Ian Stewart