

**Minutes from the FINANCE AND STAFFING COMMITTEE MEETING of PORTREATH PARISH COUNCIL
held on Monday 20th June 2022, St Mary's Church Hall, 6:30pm**



Councillors: Chairman Mr. I. Stewart, Mr. J. Tull, Mr. R. Symonds & Mrs. S. Nash
Lucy Jose, Clerk to the Council

9198 To Appoint a Chairman for the Finance and Staffing Committee for the year 22/23

Cllr. Stewart nominated Cllr. Goodwin for the position of Chairman of for the Finance and Staffing Committee for the year 22/23. This was seconded By Cllr. Nash, put to the meeting and carried unanimously.

9199 To Appoint a Vice Chairman for the Finance and Staffing Committee for the year 22/23

Cllr. Stewart nominated Cllr. Symonds for the position of Vice-Chairman of for the Finance and Staffing Committee for the year 22/23. This was seconded By Cllr. Nash, put to the meeting and carried unanimously.

9200 Chairman's Welcome

The Chairman welcomed those present to the meeting and explained procedures for the meeting.

9201 To Receive Apologies

None

9202 Declaration of Interests

None

9203 Public Participation Session, when members of the public may raise matters with Councillors

None

9203 Review of 2021/22 budget

Councillors reviewed the budget for 21/22 commenting that there was still a committed spend of £2200 that remained outstanding.

The meeting noted that the year ended with £5300 more than predicted in the bank.

9204 To receive an update in the progress with 2021/22 Internal Audit

The Clerk summarised the Internal Audit report stating that the only recommended action was that the council needs to implement a reserves policy as recommended by the internal auditor. The Clerk comments that there had been significance improvement to how the council manages its reserves in recent years, but that a formal policy was not required to back up this work.

The clerk explained the process for claiming VAT and commented that due to the dates of invoices being received it is not always possible to include the VAT reclaim in the year it was committed to be spent.

9205 To receive an update in the progress with 2021/22 Annual Governance and Accounting Review (AGAR)

The Clerk confirmed that all the AGAR documents and been submitted and that the period of exercise of public rights was now underway. The Clerk informed the meeting that they did not expect to hear anything from the auditor unless they have any queries about the submission prior to the completion of the AGAR.

9206 Review of 2022/23 budget and spend to date

The Clerk informed the meeting that spending was on track for the year to date, however there had been little expenditure under the projects headings, and that the first set of quarterly bills were due at the end of June.

The clerk confirmed the resolution of the council at their May meeting that a CIL Reserve (Community Infrastructure Levy) be created encompassing the CIL payments received to date, totalling £3622.27 was now reflected in the 22/23 budget.

It was requested that the Clerk include the date CIL monies must be spent by on the spread sheet recording payments.

9207 Review and update project budgets for 2022/23 and make final recommendation of 2022/23 projects to the full council, authorise any actions and consider any associated expenditure

The Clerk summarised the debate at the May meeting of the full council where it was agreed to revisit the redevelopment of the former public toilets, using any funds raised by the sale of the WAAF Site for affordable housing. The Clerk reminded councillors that it had been suggested the projects budget be examined to see if it was possible to move any funding to the redevelopment of the former toilets budget to enable a feasibility study to be carried out. The Clerk suggested that the £2000 allocated for the devolution of the Lighthouse Hill car park and the £2000 allocated for the sale of the WAAF site be reallocated to the former public toilets budget.

Councillors considered the project budget at length. The Chairman proposed that the budget allocated to the WAAF site and the Lighthouse Hill Carpark be re-allocated to the Former Toilets Redevelopment budget to allow adequate funds to get the project passed the planning stages. This was seconded by Cllr. Tull, put to the meeting and carried unanimously.

Cllr. Stewart proposed that the signage budget be reallocated to the Risk Assessments budget making a total budget for the year £1000. This was seconded by Cllr. Nash put to the meeting and carried unanimously.

9208 Establishment of a planning and finance working group to identify longer term project plans authorise any actions and consider any associated expenditure

The meeting noted the working group was to identify future projects the council should pursue in conjunction with the finance and staffing committee and that planning would not be a matter the group would consider.

The Clerk summarised the formation of the working group at the last meeting, commenting that ideas from the community had already been put forward. Cllr. Stewart comments that there had been significant interest in the position as councillor and that these people should be engaged with to be part of the working group.

Cllr. Stewart informed the meeting that following recent community engagement training he was keen to survey parishioners for ideas on how the precept should be spent. The Chairman commented that this was also an opportunity to gauge how the parishioners feel about how the precept is spent in general and identify areas parishioners think savings should be made. Councillor Stewart offered suggestion for the make up of a parish survey to gauge parishioners' views, it was noted that some good promotion of any survey would be beneficial.

Councillors discussed target dates for working towards a parish survey and commented that it was unlikely any real work would be done over the summer. Following further discussion councillors concurred that the results of any surveys would be used to create the 24/25 budget, however it may impact the 23/24 budget due to be set in December.

Cllr. Goodwin confirmed that they continue to investigate software suitable for a parish survey.

The meeting concurred that an initial working group meeting should be scheduled to meet with the parishioners interested in being involved, and a date of 1st September 2022 was suggested for this initial meeting.

9209 To agree the date of the next meeting, 19th September 2022

The meeting **RESOLVED** that the date of the next meeting be the 19th September 2022.

9210 Close of Meeting

The Chairman thanked everyone for their attendance and participation and closed the meeting at 19:43.

19th September 2022

Committee Chairman – Cllr. Goodwin