

**Minutes for the FINANCE AND STAFFING COMMITTEE MEETING of PORTREATH PARISH COUNCIL,  
held on Monday 20<sup>th</sup> March 2023, at Mary's Church Hall, 6:30pm**



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

Abbreviations:

**FSCS** Financial Services Compensation Scheme  
**TOR** Terms of Reference

**23059 Chairman's Welcome**

The Chairman opened the meeting outlining safety procedures to those present.

**23060 To confirm the minutes of meetings held on Monday 21/11/2022**

Councillors unanimously **RESOLVED** the minutes for the meeting held on 21<sup>st</sup> November 2022 be signed as constituting an accurate record of proceedings.

**23061 To Receive Apologies**

None

**23062 Declaration of Interests**

None

**23063 Public Participation Session, when members of the public may raise matters with Councillors**

None

**23064 To acknowledge the resolution of the full council to dissolve the Finance & Staffing committee at the Annual Meeting of the council, Minute ref: 23009, b, iii)**

The meeting acknowledged the resolution of the full council to dissolve the Finance & Staffing committee at the Annual Meeting of the council, *Minute ref: 23009, b, iii)* to Dissolve the finance and staffing committee at the annual meeting of the council and to instate a staffing committee for the year 23/24 only.

**23065 Chairman's Report**

The Chairman addressed councillors thanking them for their support during the last two years. The Chairman reminded councillors that working groups would now address the finance matters that had previously been considered by the committee.

The chairman highlighted 3 key areas that the working groups needed to address:

- Reviewing the Council's Risk register
- Reviewing the Council's insurance cover
- Implementation of a 4 year financial plan

The Meeting unanimously **RESOLVED** to recommend these actions to the full Council.

The Clerk reminded councillors that when the next instalment of the Precept comes in the bank account will hold more than the £85,000.00 that is protected by the FSCS guarantee. The Clerk asked councillors to make recommendations of a suitable account for holding some of the reserves so that the monies in the Unity Trust Accounts are protected.

Cllr Tull addressed councillors stating that they had extensively researched alternate accounts, and had come up with many hurdles, as many banks either do not offer accounts to parish councils, are not taking on business accounts or are investment type accounts which are not covered by the FSCS. Cllr. Tull recommended that following this research that they do not recommend opening another account at present, due to the limited risk of holding monies in the Unity Trust Bank, the total in the account only exceeds £85,000.00 for short periods of time when the precept comes in and moving the reserves to a investment account would meant that they are also not covered by the FSCS and would likely not be accessible quickly if needed.

The meeting unanimously **RESOLVED** to recommend to the Full Council not to open an account with an alternate bank at this time.

The Clerk asked councillors to consider the Unity Trust, Unity Corporate Multipay Card, and make recommendation to full council of their findings.

Cllr Tull addressed councillors stating that they had extensively researched Unity Corporate Multipay Card. Cllr. Tull informed the meeting that the card is a charge card administered by Unity Trust Bank and Lloyds Bank. The Credit limit of the card is set by the bank at time of application and that the balance must be paid in full each month. The Council can nominate who uses the card and a spending limit. Councillors considered if the financial regulations would need to be updated to include the use of such card.

The meeting unanimously **RESOLVED** to recommend to full council to apply for a Unity Corporate Multipay Card.

## **23066 Clerks Report**

### **a) General**

- The Clerk thanked the committee commenting that good work started by the committee would continue with the full council in future.
- **Coronation Celebrations budget:** The meeting considered that purchases for the Coronation celebrations would need to be made as soon as possible. Cllr. Nash asked the meeting for permission to purchase bunting to be distributed to parishioners to decorate their homes, which could be reused at future events. Cllr. Nash asked for a budget of £500. The Clerk asked for them to consider purchasing from a company where the bunting could be paid for on account. The Clerk informed members that there was £1000 budget for the Coronation celebrations and that councillor may like to consider a commemorative gift for the children of the Parish.

The meeting unanimously **RESOLVED** to purchase 100 lengths of bunting up to a cost of £500.00 and commemorative mugs for the children of the parish up to the value of £500.00.

- **BOPP Payments System:** The Clerk informed the meeting that the BOPP account had been set up to collect donations towards the running of the public toilets, the Clerk suggested that it was unlikely to generate donations until the tourist season starts.

### **b) Bank Accounts**

The meeting noted that bank accounts been covered under the chairman's report, *minute ref: 23065*

### **c) The formation of a Staffing Committee at the Annual meeting of the council**

The Clerk advised that they have drafted a TOR for the future committee and that once approved at the annual meeting a short meeting of the new committee should be held to confirm formalities, but with a view of the committee meeting in annually September, then as needed throughout the year.

## **23067 Close of Meeting**

The Chairman thanked everyone for their attendance and participation and closed the meeting at 19:11.