

Minutes of the Finance & Resources Committee Meeting held in Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG on Wednesday 25th October 2023 at 7.00pm.

PRESENT: Councillors Crabtree (Chairman), Cullimore, Mrs Edmunds, Ekinsmyth, Ford, and Mrs Thompson.

ALSO PRESENT: Mrs Rimell, Clerk

The Chairman explained the safety procedures.

FR23/10/1 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Jobson.

There were no members absent.

FR23/10/2 MEMBERS TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND NON-REGISTERABLE INTERESTS (INCLUDING DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THE AGENDA AND ANY GIFTS OR HOSPITALITY OVER £25

There were no interests declared.

FR23/10/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications for dispensations from members.

FR23/10/4 PUBLIC PARTICIPATION (MAXIMUM 10 MINS – EVERY SPEAKER A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)

There were no members of the public present.

FR23/10/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE FINANCE AND RESOURCES COMMITTEE HELD ON THE 17TH JULY 2023 AND THE CHAIRMAN TO SIGN THEM

It was proposed by Cllr Ekinsmyth, seconded by Cllr Cullimore and:

FR23/10/5.2 RESOLVED that the minutes of the meetings of the Finance and Resources Committee held on the 17th July 2023 are received and approved and signed by the Chairman.

On a vote being taken on the matter there were 4 votes FOR and 0 votes AGAINST.

FR23/10/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

FR23/10/7 TO RECEIVE THE AUDIT REPORTS COMPLETED BY COUNCILLORS AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Crabtree, seconded by Cllr Ford and:

FR23/10/7.2 RESOLVED that the audit reports completed by Councillors are received.

On a vote being taken the matter was approved unanimously.

FR23/10/8 TO REVIEW THE INTERNAL AUDIT PROCEDURE, CONSIDER ALTERNATIVE OPTIONS AND AGREE ANY FUTURE ACTIONS

The frequency of the internal audits were discussed and whether they should be undertaken more than quarterly. It was suggested that structured rota or schedule of audit dates and councillors could be compiled.

It was proposed by Cllr Ford, seconded by Cllr Mrs Edmunds and:

FR23/10/8.2 RESOLVED that the Internal Audit would be completed bi-monthly.

On a vote being taken the matter was approved unanimously.

FR23/10/9 TO REVIEW THE ACTUAL INCOME AND EXPENDITURE FROM THE 1ST APRIL 2023 UNTIL THE 30TH SEPTEMBER 2023, COMPARE THE ACTUAL INCOME AND EXPENDITURE WITH THE BUDGETS FOR THE 2023 - 2024 FISCAL YEAR AND AGREE ANY FUTURE ACTIONS

Members thanked and congratulated the Clerk on the forecast and budgetary information compiled and circulated.

It was noted that some budgets were overspending whilst there were others underspending.

It was proposed by Cllr Ford, seconded by Cllr Ekinsmyth and:

FR23/10/9.2 RESOLVED that the actual income and expenditure from the 1st April 2023 to 30th September 2023 has been reviewed and compared to the budgets.

On a vote being taken the matter was approved unanimously.

FR23/10/10 TO RECEIVE THE FORECAST EXPENDITURE FROM THE 1ST OCTOBER 2023 UNTIL THE 31ST MARCH 2024 AND AGREE ANY FUTURE ACTIONS

Cost Code 505 – Parish Signs – it was noted that this code was for new signage, although this budget is forecast to be grossly overspent, once the

expenditure had been made it was unlikely there would be any further expenditure required in the future.

The calculations for the forecast figures seemed well founded.

All forecasts were reasonable.

It was proposed by Cllr Crabtree, seconded by Cllr Ford and:

FR23/10/10.2 RESOLVED to receive the forecast expenditure from the 1st October 2023 until 31st March 2024.

On a vote being taken the matter was approved unanimously.

FR23/10/11 TO RECEIVE THE 1ST DRAFT BUDGET FOR THE 2024/2025 FINANCIAL YEAR AND AGREE ANY FUTURE ACTIONS

Members discussed:

- The cost codes and their titles and whether there were any amendments needed.
- Separating the running costs for the Community Room from the Council Office. It was agreed that this was not practicable.
- That there should be a budgetary provision included for cost code 11 Advertising.

It was proposed by Cllr Crabtree, seconded by Cllr Mrs Thompson and:

FR23/10/11.2 RESOLVED to defer the draft 2024/2025 budget until the next meeting and that:

- **Cost Code 15 – Training and Conference Fees – rename to ‘Officer Training and Conference Fees’**
- **Add a new Cost Code 16 – titled ‘Cllrs Training and Conference Fees’**
- **Cost Code 25 – Illogan Park Consultation – rename to ‘Consultations’**
- **Delete cost codes 9 Hall Hire; 100 Rent; 103 Insurance; and 104 Service Charge.**
- **There should be a budgetary provision included for cost code 11 Advertising.**
- **There should be a budget included to allow for the services of Breakthrough Communications for a further year.**

On a vote being taken the matter was approved unanimously.

FR23/10/12 DATE AND TIME OF NEXT MEETING

The next meeting would be held on the 8th November 2023, 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 8pm.

Signed:

Date: