

Minutes of the Finance & Resources Committee Meeting held in Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG on Wednesday 9th October 2024 at 7.00pm.

PRESENT: Councillors Crabtree (Chairman), Cullimore, Ekinsmyth, Ford and Jobson

ALSO PRESENT: Mrs Rimell, Clerk and Miss James, Assistant to the Clerk

The Chairman explained the safety procedures.

FR24/10/1 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Ms Kemp

There were no members absent.

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

FR24/10/1.2 RESOLVED to receive and approve the apologies for absence from Cllr Ms Kemp

On a vote being taken the matter was approved unanimously.

FR24/10/2 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.

FR24/10/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications for dispensations from members.

FR24/10/4 PUBLIC PARTICIPATION

There were no members of the public present.

FR24/10/5 TO APPOINT A VICE CHAIRMAN OF THE FINANCE AND RESOURCES COMMITTEE FOR THE 2024/2025 MUNICIPAL YEAR

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

FR24/10/5.2 RESOLVED to appoint Cllr Jobson as Vice Chairman of the Finance, Resources and Projects Committee for the 2024/25 municipal year.

On a vote being taken the matter was approved unanimously.

FR24/10/6 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE FINANCE AND RESOURCES COMMITTEE HELD ON THE 15TH APRIL 2024 AND THE CHAIRMAN TO SIGN THEM

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

FR24/10/6.2 RESOLVED that the minutes of the meeting of the Finance and Resources Committee held on 15th April 2024 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

FR24/10/7 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

FR24/10/8 TO RECEIVE THE AUDIT REPORTS COMPLETED BY COUNCILLORS AND AGREE ANY FUTURE ACTIONS

It was noted that in some cases the invoices and supporting documentation had only been signed by one signatory and the Clerk when two signatories are required. Councillors would be more diligent on this matter moving forward.

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

FR24/10/8.2 RESOLVED that the audit reports completed by Councillors are received.

On a vote being taken the matter was approved unanimously.

FR24/10/9 TO REVIEW THE ACTUAL INCOME AND EXPENDITURE FROM THE 1ST APRIL 2024 UNTIL THE 31ST AUGUST 2024, COMPARE THE ACTUAL INCOME AND EXPENDITURE WITH THE BUDGETS FOR THE 2024 - 2025 FISCAL YEAR AND AGREE ANY FUTURE ACTIONS

Cost Code 26 – Health and Safety – it was noted that the budget was overspent. The Clerk advised this was due to an unexpected fee for a GDPR Audit. It was discussed whether there was an alternative cost code that would be more appropriate for this expenditure.

There was a question raised regarding Cost Code 502 – Capital Development and whether the title accurately described the budget.

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

FR24/10/9.2 RESOLVED that the actual income and expenditure from the 1st April 2024 until the 31st August 2024 has been reviewed and compared with the budgets for the

2024 – 2025 fiscal year and the following amendments made:

- **The expenditure for the GDPR budget will be logged under Cost Code 12 – Audit and Legal Fees**
- **Cost Code 502 – Capital Development – rename to 'Capital Contingency.**

On a vote being taken the matter was approved unanimously.

FR24/10/10 TO RECEIVE THE FORECAST EXPENDITURE FROM THE 1ST SEPTEMBER 2024 UNTIL THE 31ST MARCH 2025 AND AGREE ANY FUTURE ACTIONS

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

FR24/10/10.2 RESOLVED to receive the forecast expenditure from the 1st September 2024 until the 31st March 2025.

On a vote being taken the matter was approved unanimously.

FR24/10/11 TO RECEIVE THE 1ST DRAFT BUDGET FOR THE 2025/2026 FINANCIAL YEAR AND AGREE ANY FUTURE ACTIONS

Members discussed:

- The appropriate percentage on which to base forecasts for 2025/2026
- The potential extra expenditure required for the treatment of weeds in pavements
- Budgeting for bus shelter damage and replacing deteriorated Perspex panels
- A Potential increase in public toilet and office cleaning costs

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

FR24/10/11.2 RESOLVED that the 1st draft budget for the 2025/2026 financial year has been received.

On a vote being taken the matter was approved unanimously.

FR24/10/12 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Wednesday 13th November 2024, 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 8.12 pm.

Signed:

Date: