

**MINUTES** of the **FINANCE COMMITTEE MEETING** of the St. Ender Parish Council held on **Tuesday 13<sup>th</sup> October 2020** via Zoom at 7.40pm

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**PRESENT:** Cllrs Bunyan, Cocks, Cole & Hearl.

**APOLOGIES:** Cllr Kessell.

**SUBSTITUTE:** Cllrs Wimberley & Gregory.

**20/F06 Declarations of Interests & to issue Dispensations**

None.

**20/F07 Minutes**

Proposal by Cllr Cole to approve the minutes of 11<sup>th</sup> February 2020, seconded Cllr Cocks, carried with 1 abstention.

It was resolved that the minutes of the Finance Committee meeting of 11<sup>th</sup> February 2020 be **APPROVED** as a true and correct record.

**20/F08 Matters Arising**

None

**20/F09 Annual Review of Fees:** Burial fees, Recreation Ground fees and Allotment rents. To review and make recommendations to Full Council.

Proposal by Cllr Hearl to recommend to Full Council the burial fees are increased by 2½ % rounded up to nearest pound from 1<sup>st</sup> April 2021, seconded Cllr Cocks, unanimous.

The above was duly **resolved**, attached as Appendix 1.

Proposal by Cllr Cole to recommend to Full Council all Playing Field rents remain at £1 peppercorn rent, seconded Cllr Hearl, unanimous.

The above was duly **resolved**.

Proposal by Cllr Hearl to recommend to Full Council Allotment fees are increased by 2½% in 2021, seconded Cllr Cocks, unanimous.

The above was duly **resolved**.

**Recommendations:**

Burial fees are increased by 2½ % rounded up to nearest pound from 1<sup>st</sup> April 2021.

Playing Field rents remain at £1 peppercorn rent.

Allotment fees are increased by 2½% in 2021.

**20/F10 Annual Review of Employees' Salaries & Expenses: Clerk and Handyman-** to review and make recommendation to Full Council.

Handyman currently on £9.50 per hour @ 12 hours a week.

Proposal by Cllr Cocks to recommend to Full Council the wage increase to £9.75 an hour for the Handyman is implemented from 1st April 2021 (25p per hour 2 ½% increase), seconded Cllr Hearl, unanimous.

The above was duly **resolved**.

Clerk currently on SCP 26 @ 30 hours a week, approx. 46p per hour per SCP.

*Clerk left the meeting.*

*Clerk re-entered the meeting.*

Clerk informed resolution had been passed recommending to Full Council Clerk receives a salary increase of 1 SCP to SCP 27 from 1<sup>st</sup> April 2021.

**Recommendations:** Handyman's salary is increased by 2½% to £9.75 per hour from 1<sup>st</sup> April 2021.

Clerk receives a salary increase of 1 SCP to SCP27 from 1<sup>st</sup> April 2021.

Clerk thanked members.

**20/F11 Appoint internal auditor.**

Current Auditor is Aalgaardrenshaw.

Proposal by Cllr Hearl to reappoint Aalgaardrenshaw, seconded Cllr Wimberley, unanimous.

The above was duly **resolved**.

**20/F12 Review of effectiveness of internal audit, to adopt Statement of Internal Control.**

Internal Control Statement circulated with the agenda.

Proposal by Cllr Cocks to adopt Internal Control Statement as written and approve the effectiveness of Internal Control, seconded Cllr Hearl, unanimous.

The above was duly **resolved**.

**20/F13 Risk Assessment-to review risk and to ensure adequately insured.**

Risk Assessment circulated with the agenda- to note mobile speed sign and 3 streetlights added to insurance policy.

Proposal by Cllr Cocks to note and approve the risk assessments and amendments to the insurance policy, seconded Cllr Bunyan, unanimous.

The above was duly **resolved**.

**20/F14 Internal Control**-to note 2 Cllrs are checking invoices and the bank account monthly.

It was **noted** Internal Control checks were up to date and invoices checked against the Bank by Cllrs Bunyan & Kessell. Invoices are scanned in and emailed, both Cllrs access the bank account online.

There being no further business the meeting was closed at 7.55pm

**Signed : ..... (Chairman) ..... (Dated)**

## Appendix 1

### Part 1. EXCLUSIVE RIGHTS OF BURIAL

1.	For the exclusive right of burial :-		
	i. For an earthen grave for a child under 18 years	FREE	.....
	ii. In an earthen grave 7' 6" by 3' 6" in a site taken in rotation	£190	.....
	iii. In an earthen grave 7' 6" by 3' 6" in a site selected out of rotation	£274	.....
2.	For the exclusive right of burial of cremated remains,		
	i. In a cremation plot 2' by 1' 6" in a site taken in rotation	£121	.....
	ii. In a cremation plot 2' by 1' 6" in a site selected out of rotation	£143	.....

### Part 2. INTERMENTS

1.	For the interment in a grave where an exclusive right of burial has been granted:-		
	i. Child whose age at the time of death is under 18 years	FREE	.....
	ii. Person whose age at the time of death exceeds 18 years	£168	.....
2.	For the interment of cremated remains in a grave/cremation plot where an exclusive right of burial has been granted...	£59	.....

### Part 3. MONUMENTS, GRAVESTONES, TABLETS AND INSCRIPTIONS

For the right to erect on a grave/cremation plot where the exclusive right of burial has been granted:-

1.	A headstone, not exceeding 4' in height, 2' 6" wide	£74	.....
2.	Kerb stones, on any grave space, not exceeding 6' 6" by 2' 6"	£74	.....
3.	A desk-top memorial, on any cremation plot, not exceeding 2' by 1' 6" and 1' high	£74	.....
	<i>The fees indicated for the various heads of Part 3 include the first inscription.</i>		
4.	Each additional inscription after the first	£32	.....
5.	Cemetery Record Search Fees	£32 per hour (pro-rata)	