

MINUTES of the **FINANCE COMMITTEE MEETING** of the St. Enoder Parish Council held on **Tuesday 9th October 2018** in the Summercourt Memorial Hall at 7.50pm

PRESENT: Cllrs Bunyan, Cocks, Kessell, Cole & Tyler.

APOLOGIES: Cllrs Bullock & Hearl.

18/F10 Declarations of Interests & to issue Dispensations

None.

18/F11 Minutes

Proposal by Cllr Tyler to approve the minutes of 11th September 2018, seconded Cllr Kessell, unanimous.

It was resolved that the minutes of the Finance Committee meeting of 11th September 2018 be **APPROVED** as a true and correct record.

18/F12 Matters Arising

None

18/F13 Annual Review of Fees: Burial fees, Recreation Ground fees and Allotment rents. To review and make recommendations to Full Council.

Proposal by Cllr Cole to recommend to Full Council the burial fees are free for children under the age of 18 years, and to increase fees by £10 for those currently over £100, £5 for fees currently below £100, but not increase additional inscription or search fee for municipal year 2019-20, seconded Cllr Bunyan, unanimous.

The above was duly **resolved**.

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

The above was duly **resolved**.

Proposal by Cllr Cocks to recommend to Full Council Allotment fees are increased to £40 and £32 (£3 on larger plots £1 on smaller plots) from Sept 2019, seconded Cllr Cole, unanimous.

The above was duly **resolved**.

Recommendations: Burial fees are increased from municipal year 2018-19 as Appendix 1 Playing Field rents remain at £1 peppercorn rent.

Allotment fees are increased to £40 and £32 (£3 on larger plots £1 on smaller plots) from Sept 2019.

18/F14 Annual Review of Employees' Salaries & Expenses: Clerk and Handyman- to review and make recommendation to Full Council.

Proposal by Cllr Cocks to recommend to Full Council the wage increase to £9 an hour for the Handyman is implemented from 1st April 2019 (30p per hour), seconded Cllr Cole, unanimous.

The above was duly **resolved**.

Clerk currently on SCP 29, SCP point chart given to Chairman.

Clerk left the room.

Clerk re-entered the room.

Clerk informed resolution had been passed recommending to Full Council Clerk receives a

salary increase of 1 SCP to SCP 30 from 1st April 2019.

Expenses discussed, ½ of Clerk's phone bill, £50 room allowance per month (Clerk) & 40p per mile (Clerk & Handyman), it was agreed to leave unchanged.

Recommendations: Handyman's salary is increased to £9 per hour from 1st April 2019. Clerk receives a salary increase of 1 SCP to SCP 30 from 1st April 2019.

18/F15 Appoint internal auditor.

The Clerk explained she was still waiting for a quote but Cllr Hearl had been to see the person.

Proposal by Cllr Cocks the Clerk continues to source an Auditor and the Council to appoint, seconded Cllr Cole, carried.

The above was duly **resolved**.

18/F16 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, seconded Cllr Cole, unanimous.

The above was duly **resolved**.

18/F17 Risk Assessment-to review risk and to ensure adequately insured.

Risk Assessment & Asset Register circulated with the agenda.

Discussion took place regarding new play equipment currently being installed at Thomas Playing Field.

Proposal by Cllr Kessell to approve and adopt the Financial Risk Assessment for 2018/19, and to increase Asset Register for Thomas Playing Field equipment to £100,000 which includes safety surfacing once it has been signed off by the Parish Council, seconded Cllr Tyler, unanimous.

The above was duly **resolved**.

18/F18 Grants Policy-to review draft grant policy and approve any amendments and adopt

Draft policy circulated with the agenda.

Proposal by Cllr Cole to change 'as' to 'if' under 'Conditions' section 5 and to delete the last sentence of the policy, and to adopt the policy with these amendments, seconded Cllr Tyler, unanimous.

The above was duly **resolved**.

There being no further business the meeting was closed at 8.20pm

Signed : (Chairman) (Dated)

Appendix 1

The fees indicated for the various heads of items 1 and 2 do not include the digging of the grave;

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	£180
	iii. In an earthen grave 7' 6" by 3' 6" in a site selected out of rotation	£260
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	£115
	ii. In a cremation plot 2' by 1' 6" in a site selected out of rotation	£135

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	£160
2.	For the interment of cremated remains in a grave/cremation plot where an exclusive right of burial has been granted...	£55

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	£70
2.	Kerb stones, on any grave space, not exceeding 6' 6" by 2' 6"	£70
3.	A desk-top memorial, on any cremation plot, not exceeding 2' by 1' 6" and 1' high	£70

The fees indicated for the various heads of Part 3 include the first inscription.

4.	Each additional inscription after the first	£30
5.	Cemetery Record Search Fees	£30 per hour (pro-rata)	

Deed no. Receipt Total

These fees were approved by the Burial Authority (Parish Council) at its meeting held on 23rd October 2018 to take effect from 1st April 2019 (The Local Authorities' Cemeteries Order 1977)

The fees apply - where the person to be interred, or the person to whom the right is granted is, or immediately before death was, an inhabitant or parishioner of the St. Enoder Parish or, in the case of a still-born child where one of the parents is, at the time of interment, such inhabitant or parishioner.

OR where the person to be interred, having been a resident of the Parish for 15 years in total or lived the majority of their life in the Parish shall be deemed a Parishioner, the Council will retain the discretion to allow interments to other individuals with significant family connections to the Parish. **In all other cases the fees will be doubled.**