

**MINUTES** of the **FINANCE COMMITTEE MEETING** of the St. Ender Parish Council held on **Tuesday 8<sup>th</sup> October 2019** in the Summercourt Memorial Hall at 8pm

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**PRESENT:** Cllrs Bunyan, Cocks, Kessell, Hearl.

**APOLOGIES:** Cllr Cole & Lobb.

**SUBSTITUTE:** Cllrs Parkyn, Dixon, Wimberley, Baker, Gregory & Dean.

**ABSENT:** Cllr Bullock

**19/F15 Declarations of Interests & to issue Dispensations**

None.

**19/F16 Minutes**

Proposal by Cllr Hearl to approve the minutes of 10<sup>th</sup> September 2019, seconded Cllr Dean, unanimous.

It was resolved that the minutes of the Finance Committee meeting of 10<sup>th</sup> September 2019 be **APPROVED** as a true and correct record.

**19/F17 Matters Arising**

None

**19/F18 Annual Review of Fees:** Burial fees, Recreation Ground fees and Allotment rents. To review and make recommendations to Full Council.

Proposal by Cllr Cocks to recommend to Full Council the burial fees are increased by 2½ % rounded up to nearest pound from 1<sup>st</sup> April 2020 , seconded Cllr Baker, unanimous.

The above was duly **resolved**.

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

The above was duly **resolved**.

Proposal by Cllr Cocks to recommend to Full Council Allotment fees are increased by 2½% in 2020, seconded Cllr Parkyn, unanimous.

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

**Recommendations:**

Burial fees are increased by 2½ % rounded up to nearest pound from 1<sup>st</sup> April 2020.

Playing Field rents remain at £1 peppercorn rent.

Allotment fees are increased by 2½% in 2020.

**19/F19 Annual Review of Employees' Salaries & Expenses: Clerk and Handyman-** to review and make recommendation to Full Council.

Proposal by Cllr Hearl to recommend to Full Council the wage increase to £9.50 an hour for the Handyman is implemented from 1st April 2020 (50p per hour), seconded Cllr Cocks, unanimous.

The above was duly **resolved**.

Clerk currently on new SCP 24, SCP point chart given to Chairman approx. 46p per hour per SCP.

*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 2 SCP to new SCP 26 from 1<sup>st</sup> April 2020.

**Recommendations:** Handyman's salary is increased to £9.50 per hour from 1<sup>st</sup> April 2020.  
Clerk receives a salary increase of 2SCP to new 26SCP from 1<sup>st</sup> April 2020.  
Clerk thanked members.

**19/F20 Appoint internal auditor.**

Current Auditor is Aalgaardrenshaw.

Proposal by Cllr Baker to reappoint Aalgaardrenshaw. seconded Cllr Parkyn, unanimous.

The above was duly **resolved**.

**19/F21 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 Wimberley, unanimous.

The above was duly **resolved**.

**19/F22 Risk Assessment-to review risk and to ensure adequately insured.**

Risk Assessment circulated with the agenda.

Proposal by Cllr Hearl to note and approve the risk assessments, seconded Cllr Dixon, unanimous.

The above was duly **resolved**.

There being no further business the meeting was closed at 8.10pm

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	£185	.....
	iii. In an earthen grave 7'6" by 3'6" in a site selected out of rotation	£267	.....
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	£118	.....
	ii. in a cremation plot 2' by 1'6" in a site selected out of rotation	£139	.....

### 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	£164	.....
2.	For the interment of cremated remains in a grave/cremation plot where an exclusive right of burial has been granted...	£57	.....

### 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	£72	.....
2.	Kerb stones, on any grave space, not exceeding 6'6" by 2'6"	£72	.....
3.	A desk-top memorial, on any cremation plot, not exceeding 2' by 1'6" and 1' high	£72	.....
<i>The fees indicated for the various heads of Part 3 include the first inscription.</i>			
4.	Each additional inscription after the first	£31	.....
5.	Cemetery Record Search Fees	£31 per hour (pro-rata)	