

MINUTES of the **FINANCE COMMITTEE MEETING** of the St. Enoder Parish Council held on **Tuesday 12th October 2021** in Summercourt Memorial Hall at 7.10pm

PRESENT: Cllrs Bunyan, Hearl & Kessell.

SUBSTITUTE MEMBERS: Cllrs Wimberley, Shaw & Gill.

APOLOGIES: Cllrs Cole & Cocks.

ABSENT: Cllr Baker.

21/F06 Election of Committee Chairman & Vice Chairman for the municipal year.

Proposal by Cllr Hearl, Cllr Bunyan is Finance Committee Chairman for the municipal year, seconded Cllr Shaw, carried.

It was **resolved** Cllr Bunyan is Finance Committee Chairman for the forthcoming municipal year.

Proposal by Cllr Wimberley, Cllr Cocks is Finance Committee Vice-Chairman for the municipal year, seconded Cllr Hearl, carried.

It was **resolved** Cllr Cocks is Finance Committee Vice-Chairman for the forthcoming municipal year.

21/F07 Declarations of Interests & to issue Dispensations

None.

21/F08 Minutes

Proposal by Cllr Hearl to approve the minutes of 9th February 2021, seconded Cllr Kessell, carried.

It was resolved that the minutes of the Finance Committee meeting of 9th February 2021 be **APPROVED** as a true and correct record.

21/F09 Matters Arising

None

21/F10 Annual Review of Fees: Burial fees, Recreation Ground fees and Allotment rents. To review and make recommendations to Full Council.

Burial Fees circulated with meeting papers.

Proposal by Cllr Wimberley to recommend to Full Council the burial fees are increased by 3% rounded up to nearest pound from 1st April 2022, seconded Cllr Shaw, unanimous.

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

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

The above was duly **resolved**.

Currently allotment fees are £42 for a large top plot and £34 for the smaller bottom plots, some plots are split in half and charged at £21 or £17 respectively.

Proposal by Cllr Shaw to recommend to Full Council Allotment fees are increased to £50 for the large and £40 for smaller plots in 2022 (half plots charged appropriately), seconded Cllr Kessell, unanimous.

The above was duly **resolved**.

Recommendations:

Burial fees are increased by 3% rounded up to nearest pound from 1st April 2022.

Playing Field rents remain at £1 peppercorn rent for 2022.

Allotment fees are increased to £50 & £40 respectively in 2022.

21/F11 Annual Review of Employees' Salaries & Expenses: Clerk and Handyman- to review and make recommendation to Full Council.
Staff salaries were discussed and recommendations resolved for Full Council.

21/F12 Appoint internal auditor.
Current Auditor is Aalgaardrenshaw.
Proposal by Cllr Bunyan to reappoint Aalgaardrenshaw, seconded Cllr Shaw, unanimous.
The above was duly **resolved**.

21/F13 Review of effectiveness of internal audit, to adopt Statement of Internal Control.
Internal Control Statement circulated with the agenda.
Proposal by Cllr Hearl to adopt Internal Control Statement as written and approve the effectiveness of Internal Control, seconded Cllr Kessell, unanimous.
The above was duly **resolved**.

21/F14 Risk Assessment-to review risk and to ensure adequately insured.
Risk Assessment circulated with the agenda. To note 2 land transfers added to Asset Register, parking spaces at Mitchell and Land near Indian Queens School. Land at Indian Queens School risk assessment to be completed once area is open to the public, insurance company have been informed.
Proposal by Cllr Hearl to note and approve the risk assessments to consider transferring parking spaces to St Newlyn East PC, seconded Cllr Wimberley, unanimous.
The above was duly **resolved**.

20/F15 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, both Cllrs access the bank account online, all agreed

There being no further business the meeting was closed at 7.30pm

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	£196
	iii. In an earthen grave 7'6" by 3'6" in a site selected out of rotation	£283
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	£125
	ii. in a cremation plot 2' by 1'6" in a site selected out of rotation	£148

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 18years	FREE
	ii. Person whose age at the time of death exceeds 18 years	£174
2.	For the interment of cremated remains in a grave/cremation plot where an exclusive right of burial has been granted...	£61

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	£77
2.	Kerb stones, on any grave space, not exceeding 6'6" by 2'6"	£77
3.	A desk-top memorial, on any cremation plot, not exceeding 2' by 1'6" and 1' high	£77

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

4.	Each additional inscription after the first	£33
5.	Cemetery Record Search Fees	£33 per hour (pro-rata)	