

**MINUTES of the FINANCE COMMITTEE MEETING of the St. Enoder Parish Council held on **Tuesday 10<sup>th</sup> October 2023 Summercourt New Memorial Hall at 7.30pm.****

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**PRESENT:** Cllrs Bunyan, Cocks, Shaw, Cole, Hearl, Baker, Hook & Kessell

**ALSO PRESENT:** Cllr Wimberley.

**APOLOGIES:** None.

**23/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 Hearl, Cllr Cocks is Finance Committee Vice-Chairman for the municipal year, seconded Cllr Shaw, carried.

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

**23/F07 Declarations of Interests & to issue Dispensations**

None

**23/F08 Minutes of the Finance Committee Meeting of 14<sup>th</sup> February 2023 to be approved.**

Proposal by Cllr Shaw to approve the minutes of 14<sup>th</sup> February 2023, seconded Cllr Kessell, unanimous.

It was **resolved** that the minutes of the Finance Committee meeting of 14<sup>th</sup> February 2023 be signed as a true and correct record.

**23/F09 Matters Arising**

a. None

**23/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 Bunyan to recommend to Full Council the burial fees remain unchanged from 1<sup>st</sup> April 2024, seconded Cllr Shaw, unanimous.

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

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

The above was duly **resolved**.

Currently allotment fees are £50 for a large top plot and £40 for the smaller bottom plots, some plots are split in half and charged at £25 or £20 respectively.

Proposal by Cllr Shaw to recommend to Full Council Allotment fees are increased by £5 for small plots and £10 for large plots from 1<sup>st</sup> April 2024, seconded Cllr Hook, unanimous.

The above was duly **resolved**.

**Recommendations:**

Burial fees from 1<sup>st</sup> April 2024 (attached as Appendix 1) (same as 2023)

Playing Field rents remain at £1 peppercorn rent for 2024.

Allotment fees £60 for large plot and £45 for smaller plot.

- 23/F11 Annual Review of Employees' Salaries & Expenses:** Clerk, Handyman & Toilet Operative- to review and make recommendation to Full Council.  
Handyman currently on £11 per hour @ 15 hours a week.  
Handyman also completes play area inspections £15 per hour @ 3 hours per week.  
Minimum wage increasing to £11 per hour from 1<sup>st</sup> April 2024.  
Proposal by Cllr Hook to recommend to Full Council the wage increase to £1 an hour for the Handyman is implemented from 1st April 2024 ( £12 per hour) and for Play Inspections to remain the same, seconded Cllr Hearl, unanimous.  
The above was duly **resolved**.  
Toilet operative is currently on £11 per hour Monday-Saturday, 1 hour a day, and £15 per hour Sunday, also completes cleaning of Youth Club 2 hours per week.  
Proposal by Cllr Kessell to recommend to Full Council an increase of £1 per hour for Monday -Saturday working to £12 an hour for the Toilet Operative is implemented from 1st April 2024 , Sunday working to remain at £15, seconded Cllr Hook, unanimous.  
The above was duly **resolved**.  
Clerk is currently on the highest scale point, therefore increases will be agreed via NALC. 1<sup>st</sup> April 2023 pay rise has still not been agreed, 30 hours per week.  
Expenses- mileage is currently paid at 40p per mile (max is 45p) for Clerk and Handyman and Clerk room allowance is £50 per month.  
Proposal by Cllr Hook mileage expenses is increased to 45p per mile plus £60 per month for office/homeworking from 1<sup>st</sup> April 2024, seconded Cllr Cocks, carried.  
The above was duly **resolved**.  
**Recommendations:**  
Handyman's salary is increased by £1 per hour to £12 per hour from 1<sup>st</sup> April 2024.  
Toilet operative salary is increased by £1 per hour to £12 per hour from 1<sup>st</sup> April 2024.  
Expenses are increased to 45p per mile and £60 per month office/homeworking allowance from 1<sup>st</sup> April 2024.
- 23/F12 Appoint internal auditor.**  
Current Auditor is Aalgaardrenshaw.  
Proposal by Cllr Shaw to reappoint Aalgaardrenshaw, seconded Cllr Hook, unanimous.  
The above was duly **resolved**.
- 23/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/Audit, seconded Cllr Hook, unanimous.  
The above was duly **resolved**.
- 23/F14 Risk Assessment-to review risk and to ensure adequately insured.**  
Risk Assessment circulated with the agenda.  
It was noted Youth Club extension and storage container have been added to the insurance policy.  
Proposal by Cllr Hearl to note and approve the risk assessments and asset register, and confirm adequately insured, seconded Cllr Cocks, unanimous.  
The above was duly **resolved**.
- 23/F15 To complete Internal Control checks and resolving up to date.**  
Cllrs have access to the bank account to verify bank reconciliation which the Clerk supplies

monthly. Invoices are checked monthly by a Cllr against the list supplied to Full Council for authorisation. Clerk produced bank statements and bank reconciliation.  
 Clerk produced cashbook with list of allotment rents received to date, along with Cemetery receipts.  
 Proposal by Cllr Bunyan all Internal Control checks up to date and bank reconciliation signed, seconded Cllr Hook, carried.  
 The above was duly **resolved**.

There being no further business the meeting was closed at 7.46pm.

**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        | £200 | ..... |
| iii. | In an earthen grave 7' 6" by 3' 6" in a site selected out of rotation | £285 | ..... |
| 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    | £150 | ..... |

#### **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   | £175 | ..... |
| 2.  | For the interment of cremated remains in a grave/cremation plot where an exclusive right of burial has been granted... | £65  | ..... |

#### **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                               | £80 | ..... |
| 2. | Kerb stones, on any grave space, not exceeding 6' 6" by 2' 6"                     | £80 | ..... |
| 3. | A desk-top memorial, on any cremation plot, not exceeding 2' by 1' 6" and 1' high | £80 | ..... |

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

- |    |   |                         |       |
|----|---|-------------------------|-------|
| 4. | Each additional inscription after the first | £35                     | ..... |
| 5. | Cemetery Record Search Fees                 | £35 per hour (pro-rata) |       |