

**MINUTES of the FINANCE COMMITTEE MEETING of the St. Ender Parish Council held on **Tuesday 8<sup>th</sup> October 2024** Summercourt New Memorial Hall at 7.15pm.**

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**PRESENT:** Cllrs Cocks, Hearl, Hook, Pascoe & Cole (Committee) Cllr Wimberley (Ex-Officio).

**ALSO PRESENT:** Cllr Farrell

**APOLOGIES:** Cllr Bunyan.

**24/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 Hook, carried.

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

Proposal by Cllr Hook, 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.

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

None

**24/F08 Minutes of the Finance Committee Meeting of 13<sup>th</sup> February 2024 to be approved.**

Proposal by Cllr Hook to approve the minutes of 13<sup>th</sup> February 2024, seconded Cllr Hearl, unanimous.

It was **resolved** that the minutes of the Finance Committee meeting of 13<sup>th</sup> February 2024 be signed as a true and correct record.

**24/F09 Matters Arising**

a. None

**24/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.

Burial Fees were unchanged in 2024, therefore still at 2023 rates.

Proposal by Cllr Wimberley to recommend to Full Council the burial fees increase from 1<sup>st</sup> April 2025 as per attached sheet, seconded Cllr Hook, unanimous.

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

Playing Fields rents are peppercorn to prevent VAT implications.

Proposal by Cllr Hook to recommend to Full Council all Playing Field rents remain at £1 peppercorn rent from 1<sup>st</sup> April 2025, seconded Cllr Cole, unanimous.

The above was duly **resolved**.

Currently allotment fees are £60 for a large top plot and £45 for the smaller bottom plots, some plots are split in half and charged respectively. Some tenants have given up this year due to the combination of a poor growing year in 2024 and the rent increases. There are currently 6 empty plots but Clerk is still chasing approx. half of the allotment rents, so this could increase.

Proposal by Cllr Hearl to recommend to Full Council Allotment fees remain unchanged from 1<sup>st</sup> April 2025, seconded Cllr Hook, unanimous.

The above was duly **resolved**.

**Recommendations:**

Burial fees increased from 1<sup>st</sup> April 2025 as per sheet (attached as Appendix 1)  
Playing Field rents remain at £1 peppercorn rent for 2024.  
Allotment fees remain unchanged for 2025.

**24/F11 Annual Review of Employees' Salaries & Expenses:** Clerk, Handyman & Toilet Operative-  
to review and make recommendation to Full Council.  
Salaries and expenses agreed and under confidential minute.

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

**24/F13 Review of effectiveness of internal audit, to adopt Statement of Internal Control.**  
Internal Control Statement circulated with the agenda.  
Proposal by Cllr Cole to recommend to Full Council to adopt Internal Control Statement as  
written and approve the effectiveness of Internal Control/Audit, seconded Cllr Hook,  
unanimous.  
The above was duly **resolved**.

**24/F14 Risk Assessment-to review risk and to ensure adequately insured.**  
Risk Assessment circulated with the agenda.  
Proposal by Cllr Cole to recommend to Full Council to note and approve the risk  
assessments and asset register, and confirm adequately insured, seconded Cllr Wimberley,  
unanimous.  
The above was duly **resolved**.

**24/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 Hearl 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 7.40pm.

**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       | £210 | ..... |
| iii. | In an earthen grave 7'6" by 3'6" in a site selected out of rotation | £300 | ..... |
| 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          | £130 | ..... |
| ii.  | In a cremation plot 2' by 1'6" in a site selected out of rotation   | £160 | ..... |

### 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   | £185 | ..... |
| 2.  | For the interment of cremated remains in a grave/cremation plot where an exclusive right of burial has been granted... | £70  | ..... |

### 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                               | £85                     | ..... |
| 2.   | Kerb stones, on any grave space, not exceeding 6'6" by 2'6"                      | £85                     | ..... |
| 3.   | A desk-top memorial, on any cremation plot, not exceeding 2' by 1'6" and 1' high | £85                     | ..... |
| <i>The fees indicated for the various heads of Part 3 include the first inscription.</i> |  |                         |       |
| 4.   | Each additional inscription after the first                                      | £35                     | ..... |
| 5.   | Cemetery Record Search Fees  | £35 per hour (pro-rata) |       |