



Carn Brea Parish Council

Consel Plu Carn Bre

**Minutes of the Annual Finance Meeting of Carn Brea Parish Council, held at
Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB on
Thursday 5th January 2023 at 7:00 pm.**

Minutes

Present: Councillors R. Drew (Chairman), S. Dale (Vice Chairman), M. Roberts, E. Glanville, B. Watkins, M. Rainbird, C. Jordan, J. Bradbury, J. Paton, P. Holmes, J. Pollock, D. Cooper, M. Davis and M. Moyle

Also Present: Sarah-Jane Noakes (Assistant Clerk), Anita Hopkinson (Administrative Assistant). Andrew Moyle-Browning (Clerk/RFO) – Via Teams.

23/AFM/01 Welcome and Fire Procedure.

Councillor Drew welcomed the meeting and informed them that the Clerk/RFO was currently working from home due to being COVID positive. The Chairman requested that the Clerk/RFO attend the meeting via Teams should there be any questions.

Resolved: that the Clerk/RFO attend the meeting via teams.

Proposed: Cllr. P. Holmes

Seconded: Cllr. C. Jordan

Cllr. Drew informed the meeting that Cllr. Clemence had resigned as the Four Lanes Ward Councillor.

Cllr Moyle asked that the Chairman write to Mr. Clemence thanking him for his service.

23/AFM/02 To receive apologies for absence.

There were no apologies for absence received.

23/AFM/03 To receive information regarding members legal responsibilities.

Councillor Drew reminded members of their legal responsibilities and the need to observe confidentiality with regards to staff records.

23/AFM/04 Members to declare disclosable pecuniary interests and non-pecuniary interests (including the details thereof) in respect of any items on this agenda.

Cllr. Moyle declared an interest in agenda item 19.

23/AFM/05 To consider any written applications for dispensations on items on the agenda.

There were no written applications for dispensations.

- 23/AFM/06** To allow Registered Elector Members of the Parish to speak in respect of a Planning Application on the Agenda. Standing Orders 3 (d-l) applies.

There were no members of the public present.

- 23/AFM/07** To receive and note the minutes of the Health & Safety and Finance Committee meeting held on 8th September 2022.

Minutes of the Health & Safety and Finance Committee meeting held on 8th September 2022 were distributed ahead of the meeting.

Resolved: that the minutes of the Health & Safety and Finance Committee meeting held on 8th September 2022 are noted.

Proposed: Cllr. S. Dale

Seconded: Cllr. M. Roberts

- 23/AFM/08** To receive and note the minutes of the Health & Safety and Finance Committee meeting held on 13th October 2022.

Minutes of the Health & Safety and Finance Committee meeting held on 13th October 2022 were distributed ahead of the meeting.

Resolved: that the minutes of the Health & Safety and Finance Committee meeting held on 13th October 2022 are noted.

Proposed: Cllr. S. Dale

Seconded: Cllr. M. Roberts

- 23/AFM/09** To receive and note the minutes of the Health & Safety and Finance Committee meeting held on 3rd November 2022.

Minutes of the Health & Safety and Finance Committee meeting held on 3rd November 2022 were distributed ahead of the meeting.

Resolved: that the minutes of the Health & Safety and Finance Committee meeting held on 3rd November 2022 are noted.

Proposed: Cllr. S. Dale

Seconded: Cllr. C. Jordan

- 23/AFM/10** To receive and note the minutes of the Health & Safety and Finance Committee meeting held on 10th November 2022.

Minutes of the Health & Safety and Finance Committee meeting held on 10th November 2022 were distributed ahead of the meeting.

Resolved: that the minutes of the Health & Safety and Finance Committee meeting held on 10th November 2022 are noted.

Proposed: Cllr. S. Dale

Seconded: Cllr. M. Roberts

- 23/AFM/11** To receive and consider adopting the 3-year Budget Action Plan and make appropriate resolutions.

The draft 3-year Budget Action Plan was distributed ahead of the meeting.

Resolved: that the 3-year Budget Action Plan is adopted with the removal of the proposed budget column and amend title page from 2022 to 2023-2026. That the action plan be reviewed quarterly by Full Council and the projects reviewed at each Amenities and Projects Committee meeting.

Proposed: Cllr. R. Drew

Seconded: Cllr. D. Cooper

- 23/AFM/12** The Chairman of the Health & Safety and Finance Committee to give a report on:

- a) The 'Half Year Financial Statement' for the period to 30th September 2022.

Cllr. Dale reported on the Half Year Financial Statement supplied to Councillors ahead of the meeting and Councillors were invited to ask questions.

Resolved: that the 'Half Year Financial Statement' for the period to 30th September 2022 is noted.

Proposed: Cllr. M. Davis

Seconded: Cllr. M. Roberts

- b) The Budget report for the financial year ending 31st March 2023.

Cllr. Dale reported on the budget report that was supplied to Councillors ahead of the meeting and Councillors were given the opportunity to ask questions.

Resolved: that the budget report for the financial year ending 31st March 2023 is noted.

Proposed: Cllr. C. Jordan

Seconded: Cllr. B. Watkins

- c) The Earmarked Reserves.

Cllr. Dale reported on the current earmarked reserves report that was supplied to Councillors ahead of the meeting and Councillors were invited to ask questions.

Resolved: that the earmarked reserves report is noted.

Proposed: Cllr. M. Roberts

Seconded: Cllr. D. Cooper

- d) The Bank Reconciliations.

Cllr. Dale reported on the bank reconciliation report supplied ahead of the meeting and Councillors were invited to ask questions.

Resolved: that the bank reconciliations are noted.

Proposed: Cllr. J. Paton

Seconded: Cllr. C. Jordan

e) **The draft budget and precept for the financial year commencing 1st April 2023.**

Cllr. Dale reported on the draft budget and precept documents supplied ahead of the meeting and highlighted the work completed by the Health & Safety and Finance Committee and the Clerk/RFO in preparation of the document. An additional sheet with correction details to general funds equivalent months data was supplied to the meeting.

Resolved: that the draft budget and precept version 4.1 for the financial year commencing 1st April 2023 is noted.

Proposed: Cllr. S. Dale

Seconded: Cllr. E. Glanville

23/AFM/13 To consider amendments and movements to earmarked reserves and make appropriate resolutions.

Version 4 Earmarked Reserves Forecast paper was supplied ahead of the meeting.

Councillors were invited to ask questions.

Resolved: that the draft earmarked reserves report version 4 with amendments and movements to and from earmarked reserves are approved.

Proposed: Cllr. M. Roberts

Seconded: Cllr. B. Watkins

23/AFM/14 To receive and approve the list of due payments which arise on a regular basis.

A list of due payments which arise on a regular basis was supplied ahead of the meeting.

Resolved: that the list of due payments is approved.

Proposed: Cllr. M. Rainbird

Seconded: Cllr. C. Jordan

23/AFM/15 To resolve to set a budget and precept for the financial year commencing 1st April 2023.

The meeting took into account it's earmarked reserves and general fund calculations along with the council tax analysis sheet supplied. An updated paper with a correction to the general funds equivalent was supplied to the meeting.

Resolved: that the budget for 2023-2024 is accepted as detailed in version 4.1.

Proposed: Cllr. P. Holmes

Seconded: Cllr. M. Rainbird

Resolved: that the precept for 2023-2024 is set at £220,000.

Proposed: Cllr. D. Cooper

Seconded: Cllr. C. Jordan

Resolved: that the draft public notice and budget information as amended is approved and will be sent to Cornwall Council along with placing it on Carn Brea Parish Council's website.

Proposed: Cllr. S. Dale

Seconded: Cllr. M. Roberts

23/AFM/16 To review the emergency scheme of delegation and make appropriate resolutions.

The meeting reviewed the emergency scheme of delegation and considered a change of wording to accommodate any future instability that may be caused.

Resolved: that the emergency delegation is amended to:-

That the Council delegates authority to the Clerk informed by consultation with members of the Council, to take any actions necessary with associated expenditure up to £2,000 to protect the interest of the community and ensure council business continuity during any period of instability where the day-to-day functions of the council are impacted and where it is deemed inappropriate to meet.

Proposed: Cllr. J. Paton

Seconded: Cllr. J. Pollock

23/AFM/17 To resolve that under the 1960 Public Bodies (Admission to Meetings) Act that the press and public be excluded due to the confidential nature of the business to be discussed.

Resolved: that under the 1960 Public Bodies (Admission to Meetings) Act the press and public be excluded due to the confidential nature of the business to be discussed.

Proposed: Cllr. R. Drew

Seconded: Cllr. S. Dale

Anita Hopkinson left the meeting

23/AFM/18 To receive and consider correspondence received and make appropriate resolutions.

The meeting was informed that there was no correspondence received.

Cllr. Moyle left the meeting

23/AFM/19 To review the salaries of Council employees.

The meeting received two documents, last year's salary scales and April 2023 salaries.

Resolved: that the pay scales for April 2023 are approved.

Proposed: Cllr. B. Watkins

Seconded: Cllr. M. Davis

A vote of thanks was given to the Clerk and Assistant Clerk for their preparation for the AFM meeting.

Meeting Closed at 7:39 pm

15/01/2023