



## Carn Brea Parish Council

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**Minutes of the Health & Safety and Finance Committee held at  
Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB on  
Thursday 1<sup>st</sup> June 2023 at 7:00 pm.**

### Minutes

**Present:** Councillors D. Cooper, S. Dale, R. Drew, C. Jordan, M. Moyle, M. Rainbird  
M. Roberts, T. Salisbury.

**Also Present:** Andrew Moyle-Browning (Clerk) and Sarah-Jane Noakes (Assistant Clerk).

**23/06/H&S/01 Welcome and safety procedures.**

Cllr. R. Drew welcomed the meeting and explained the safety procedures.

**23/06/H&S/02 To appoint a Chair of the Health & Safety and Finance Committee.**

Cllr. R. Drew called for nominations for Chair of the Health & Safety and Finance Committee.

**Resolved:** that Cllr. S. Dale is appointed as Chair of the Health & Safety and Finance Committee meeting.

**Proposed:** Cllr. M. Moyle **Seconded:** Cllr. M. Roberts

**23/06/H&S/03 To appoint a Vice Chair of the Health & Safety and Finance Committee.**

Cllr. S. Dale called for nominations for Vice Chair of the Health & Safety and Finance Committee.

**Resolved:** that Cllr. M. Roberts is appointed as Vice Chair of the Health & Safety and Finance Committee.

**Proposed:** Cllr. R. Drew **Seconded:** Cllr. C. Jordan

**23/06/H&S/04 To receive apologies for non-attendance.**

There were no apologies received.

**23/06/H&S/05 Members to declare disclosable pecuniary interests and non-registerable interests (including the details thereof) in respect of any items on this agenda.**

There were no declarations of interests received.

**23/06/H&S/06 To consider written request(s) for dispensations.**

There were no written requests for dispensations.

- 23/06/H&S/07** **Public Participation on items on the agenda. (Maximum of 20 minutes – every speaker has a limit of 3 minutes under Council Standing Orders).**

There were no members of the public present.

- 23/06/H&S/08** **To receive and approve the minutes of the Health & Safety and Finance meeting held on 23<sup>rd</sup> March 2023.**

Draft minutes of the Health & Safety and Finance committee were circulated to members of the committee ahead of the meeting.

**Resolved:** that the minutes of the Health & Safety and Finance Committee meeting held on 23<sup>rd</sup> March 2023 are approved with the correction of the initial to Cllr. Cooper in those present.

**Proposed:** Cllr. M. Roberts

**Seconded:** Cllr. C. Jordan

- 23/06/H&S/09** **To consider the minutes of the Health & Safety and Finance meeting held on 23<sup>rd</sup> March 2023 and receive any reports on matters referred.**

The Clerk informed the meeting that there were no reports on matters referred.

- 23/06/H&S/10** **To make arrangements for the review of the effectiveness of the Council's Internal Audit arrangements.**

Supporting information from the NALC Practitioners' Guide was circulated to committee members ahead of the meeting.

The Clerk recommended delegation to him in liaising with the Chair and Vice Chair of the Health & Safety and Finance Committee to review the effectiveness of the Council's Internal Audit arrangements and report back to the committee in July.

Cllr. Moyle expressed that all members of the Health & Safety and Finance Committee should complete a check of the council's finances. It was agreed that this be investigated during the review.

**Resolved to recommend:**

that delegation is granted to the Clerk in liaising with the Chair and Vice Chair of the Health & Safety and Finance Committee to review the effectiveness of the Council's Internal Audit arrangements and report back to the committee in July. That following appropriate training the committee members complete a check of the council's finances.

**Proposed:** Cllr. R. Drew

**Seconded:** Cllr. D. Cooper

- 23/06/H&S/11 To make arrangements for the provision of an Internal Auditor and make appropriate recommendations / resolutions.**

A quotation received from the current internal auditor was circulated to committee members ahead of the meeting. The Clerk recommended that the engagement letter is approved subject to a satisfactory review.

**Resolved to recommend:**

**that the Council engage the services of the current internal auditor on a 3 year engagement period subject to a satisfactory review of the internal audit arrangements.**

**Proposed:** Cllr. M. Roberts

**Seconded:** Cllr. M. Rainbird

- 23/06/H&S/12 To receive an up-to-date report on Income & Expenditure and make appropriate recommendations/resolutions.**

The detailed income and expenditure financial report was circulated to committee members ahead of the meeting.

The Clerk advised that each committee would receive a financial report at each meeting to review budget spend.

**The meeting noted the report as provided.**

- 23/06/H&S/13 To review the hire costs for Treloweth Community Hall for the year 2023/2024 and make appropriate recommendations.**

A written report with recommendations from the Clerk was circulated to committee members ahead of the meeting.

**Resolved to recommend:**

**that the hall hire charges remain as is for the year 2023/2024**

**Proposed:** Cllr. R. Drew

**Seconded:** Cllr. D. Cooper

- 23/06/H&S/14 To receive a report and consider the VAT de minimis level and make appropriate recommendations/resolutions.**

The Clerk reported that the Council do not need to review their VAT status as it is within the allowance claimable and has been reviewed by the Clerk and Accounting Consultant.

It was the recommendation of the Clerk that the Council should review its status and the option to 'Opt To Tax' ahead of any Capital Works at Treloweth Hall.

**Resolved to recommend:**

**that the Council remain deregistered for value added tax.**

**Proposed:** Cllr. R. Drew

**Seconded:** Cllr. M. Roberts

**23/06/H&S/15 To make arrangements for the preparation of the budget spend for 2024 / 2025 and make appropriate recommendations / resolutions.**

The Clerk proposed that he writes to all committees to ask for their budget requests in preparation to be reviewed at the October Meeting.

It was the recommendation of the Clerk that ahead of the October Health & Safety and Finance Committee meeting on the 12<sup>th</sup> October he work with the Accountant to draft a budget template and agree a base level in preparation for the budget setting process to be conducted by the committee. The Clerk also recommended that the committee, at the October Meeting, consider setting up a working party to include all council members, for the purpose of developing the budget ahead of the November Health & Safety and Finance Committee meeting in order for the committee to make recommendations to the Annual Finance Meeting in January.

**Resolved:** that the Clerk write to all Committees to ask for their budget requests to be reviewed at the October Meeting.

**Proposed:** Cllr. S. Dale

**Seconded:** Cllr. R. Drew

**23/06/H&S/16 To receive and review proposed changes to the Health & Safety Monitoring Check Sheets and make appropriate recommendations / resolutions.**

The current weekly and monthly Health and Safety Monitoring Check Sheets with proposed amendment were circulated to committee members ahead of the meeting.

**Resolved:** that the proposed amended Health and Safety Monitoring Check Sheets are approved.

**Proposed:** Cllr. M. Rainbird

**Seconded:** Cllr. T. Salisbury

**23/06/H&S/17 To receive a report on Health & Safety matter.**

The Clerk reported on the following:-

- Servicing of fire equipment remedial works has been completed with the exception of an emergency light being replaced.
- Review of Health and Safety Risk Assessments with the Health and Safety advisor on 22<sup>nd</sup> June 2023.
- Health and Safety audit actions are being completed and a full report will be submitted at July's committee meeting.
- An accident at work.

**Meeting closed at 7:29 pm.**

*ASB*  
13/7/2023.