



Carn Bre Parish Council

Consel Plu Carn Bre

Mr. Andrew Moyle-Browning (Clerk to the Council)

Scryuynyas dhu Consel

e. clerk@carnbreaparishcouncil.gov.uk

Minutes of the Annual Finance Meeting held at Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB on Thursday 4th January 2024 at 7:00 pm.

Minutes

- Present:** Councillors R. Drew (Chairman), S. Dale (Vice Chairman), M. Davis, P. Holmes, C. Jordan, M. Moyle, J. Pollock and T. Salisbury.
- Also Present:** Andrew Moyle-Browning (Clerk) and Sarah-Jane Noakes (Assistant Clerk).
- 24/01/AFM/01** **Chairman's welcome and safety procedures.**
- The Chairman welcomed the meeting and explained the safety procedure.
- 24/01/AFM/02** **To receive apologies for non-attendance.**
- Councillors S. Breul, D. Cooper and M. Rainbird.
- 24/01/AFM/03** **To receive information regarding members' legal responsibilities.**
- Details of members legal responsibilities were circulated to members ahead of the meeting. The Chairman highlighted members legal responsibilities and the need to observe confidentiality in respect of salaries.
- 24/01/AFM/04** **Members to declare disclosable pecuniary interests and non-registerable interests (including the details thereof) in respect of any items on this agenda.**
- Cllr. M. Moyle declared an interest in item 16.
- 24/01/AFM/05** **To consider written request(s) for dispensations on items on the agenda.**
- There were no written requests for dispensations received.
- 24/01/AFM/06** **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.
- 24/01/AFM/07** **To receive and note the minutes of the Health & Safety and Finance Committee meeting held on 12th October 2023.**
- Minutes of the Health & Safety and Finance Committee meeting held on 12th October 2023 were circulated ahead of the meeting.
- Resolved:** that the minutes of the Health & Safety and Finance Committee meeting held on 12th October 2023 are noted.
- Proposed:** Cllr. T. Salisbury
- Seconded:** Cllr. J. Pollock

24/01/AFM/08 To receive and note the minutes of the Health & Safety and Finance Committee meeting held on 23rd November 2023.

Minutes of the Health & Safety and Finance Committee meeting held on 23rd November 2023 were circulated ahead of the meeting.

Resolved: that the minutes of the Health & Safety and Finance Committee meeting held on 23rd November 2023 are noted.

Proposed: Cllr. C. Jordan **Seconded:** Cllr. M. Moyle

24/01/AFM/09 To receive and review the 3-year Budget Action Plan and make appropriate resolutions.

Carn Brea Parish Councils Action Plan 2024-2027 was circulated ahead of the meeting and Councillors were invited to comment or ask questions.

Resolved: that the 3-year Budget Action Plan 2024-2027 is adopted and that the Budget Action Plan is reviewed quarterly by the appropriate committee.

Proposed: Cllr. P. Holmes **Seconded:** Cllr. C. Jordan

24/01/AFM/10 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 2023.**
The Half Year Financial Statement for the period to 30th September 2023 was circulated ahead of the meeting.

Resolved: that the 'Half Year Financial Statement' for the period to 30th September 2023 dated 9/10/2023 is noted.

Proposed: Cllr. S. Dale **Seconded:** Cllr. M. Davis

b) **The Budget report for the financial year ending 31st March 2024.**
The budget report for the financial year ending 31st March 2024 was circulated ahead of the meeting.

Resolved: that the budget report 2024/2025 version 2 and detailed income and expenditure report dated 6/12/23 is noted.

Proposed: Cllr. S. Dale **Seconded:** Cllr. P. Holmes

c) **The Earmarked Reserves**
The earmarked reserves report was circulated ahead of the meeting.

Resolved: that the earmarked reserves report dated 6/12/2023 is noted.

Proposed: Cllr. C. Jordan **Seconded:** Cllr. S. Dale



d) The Bank Reconciliations.

The Bank-Cash and Investment Reconciliation report as at 30th November 2023 was circulated ahead of the meeting.

Resolved: that the bank reconciliation report as at 30th November 2023 is noted.

Proposed: Cllr. J. Pollock **Seconded:** Cllr. T. Salisbury

e) The Draft Budget and Precept for the financial year commencing 1st April 2024.

The draft budget and precept report for the financial year commencing 1st April 2024 was circulated ahead of the meeting.

Resolved: that the draft budget and precept 2024 2025 version 2 for the financial year commencing 1st April 2024 is noted.

Proposed: Cllr. C. Jordan **Seconded:** Cllr. J. Pollock

24/01/AFM/11 To consider amendments and movements to Earmarked Reserves and make appropriate resolutions.

The earmarked reserves report version 2 dated November 23 detailing the forecast for 2023/24 and Budget 2024/25 was circulated ahead of the meeting.

Resolved: that the draft earmarked reserves report, version 2 dated Nov-23 is approved.

Proposed: Cllr. T. Salisbury **Seconded:** Cllr. P. Holmes

24/01/AFM/12 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 circulated ahead of the meeting.

Resolved: that the list of due payments is approved.

Proposed: Cllr. C. Jordan **Seconded:** Cllr. T. Salisbury

24/01/AFM/13 To resolve to set a budget and precept for the financial year commencing 1st April 2024.

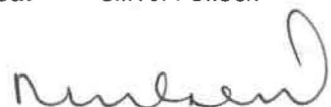
The Council Tax analysis report was circulated ahead of the meeting along with the Budgeted Income & Expenditure and Movements in Reserves for 2024/25 report and draft letter to residents.

Resolved: that the budget report for 2024-2025 version 2 is accepted and approved.

Proposed: Cllr. C. Jordan **Seconded:** Cllr. T. Salisbury

Resolved: that the precept for 2024-2025 is approved at £250,000.00.

Proposed: Cllr. P. Holmes **Seconded:** Cllr. J. Pollock



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

Proposed: Cllr. R. Drew

Seconded: Cllr. C. Jordan

24/01/AFM/14 To review the Emergency Scheme of Delegation and make appropriate resolutions.

The current emergency scheme of delegation was circulated ahead of the meeting.

Resolved: 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. C. Jordan

Seconded: Cllr. M. Davis

24/01/AFM/15 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 that 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

Cllr. M. Moyle and The Assistant Clerk left the meeting.

24/01/AFM/16 To review the salaries of Council Employees.

Details of staff salaries were tabled at the meeting.

Resolved: that the pay scales of our staff be approved in accordance with the schedule provided and any advancement paid as of 1st April 2024.

Proposed: Cllr. C. Jordan

Seconded: Cllr. P. Holmes

Meeting Closed at 7:35pm

