



# Carn Brea Parish Council

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**Minutes of the Health & Safety and Finance Committee meeting held  
Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB  
on Thursday 11<sup>th</sup> September 2025 at 7:00 pm.**

## Minutes

**Present:** Councillors R. Drew, S. Dale, D. Cooper, J. Poxon.

**Also Present:** Sarah-Jane Noakes (Assistant Clerk) and Anita Hopkinson (Admin Assistant).

### Welcome and safety procedures.

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

### **25/09/H&S/01 To appoint a Chairman of the Health & Safety and Finance Committee.**

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

Cllr. S. Dale was nominated by Cllr. D. Cooper, seconded by Cllr. R. Drew.

Cllr. S. Dale respectfully declined the nomination and nominated Cllr. J. Poxon, which was seconded by Cllr. D. Cooper.

There were no further nominations.

**Resolved:** that Cllr. J. Poxon be appointed Chairman of the Health & Safety and Finance Committee.

**Proposed:** Cllr. S. Dale

**Seconded:** Cllr. D. Cooper

### **25/09/H&S/02 To appoint a Vice-Chairman of the Health & Safety and Finance Committee.**

Cllr. J. Poxon called for nominations for Vice-Chairman of the Health & Safety and Finance Committee.

Cllr. S. Dale was nominated by Cllr. D. Cooper, seconded by Cllr. R. Drew.

Cllr. J. Poxon called for further nominations of which there were none.

**Resolved:** that Cllr. S. Dale be appointed as Vice-Chairman of the Health & Safety and Finance Committee.

**Proposed:** Cllr. D. Cooper

**Seconded:** Cllr. R. Drew

**25/09/H&S/03 To receive apologies for non-attendance.**

Councillor M. Rainbird

**25/09/H&S/04 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 interest received.

**25/09/H&S/05 To consider written request(s) for dispensations.**

There were no written requests for dispensations received.

**25/09/H&S/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.

**25/09/H&S/07 To receive and approve the minutes of the Health & Safety and Finance Committee meeting held 12th December 2024 and receive a report on matters referred.**

Minutes of the Health & Safety and Finance Committee meeting held on 12<sup>th</sup> December 2024 were circulated ahead of the meeting.

There are no matters referred.

**Resolved: that the minutes of the Health & Safety and Finance Committee meeting held on 12<sup>th</sup> December 2024 are approved.**

**Proposed:** Cllr. D. Cooper

**Seconded:** Cllr. S. Dale

**25/09/H&S/08 To receive an update on the Health & Safety Workplace Inspection 2025 Action Plan and make appropriate resolutions.**

The updated Health & Safety Workplace Inspection 2025 Action Plan was circulated ahead of the meeting.

**Resolved: that the updated Workplace Audit Action Plan is noted.**

**Proposed:** Cllr. R. Drew

**Seconded:** Cllr. D. Cooper

**25/09/H&S/09 To make arrangements to review the effectiveness of the Internal Audit Arrangements, making appropriate resolutions.**

The Clerk's report and information about the Internal Audit Arrangements were circulated ahead of the meeting.

**Resolved to Recommend: that the Chairman and Vice Chairman of the Health & Safety and Finance Committee with the support of the Clerk / RFO, conduct a review of the effectiveness of the Council's Internal Audit arrangements in line with 4.16, 4.17 and 4.18 of the practitioner's guide and provide a report for consideration at the October Full Council Meeting.**

**Proposed:** Cllr. D. Cooper

**Seconded:** Cllr. R. Drew

**25/09/H&S/10 To consider the VAT de minimis level and make appropriate recommendations / resolutions.**

The Clerk's report on the VAT de minimis level was circulated ahead of the meeting.

A discussion took place about the advantages and disadvantages of registering for VAT.

**Resolved to Recommend: that the Council remain unregistered for VAT.**

**Proposed:** Cllr. R. Drew **Seconded:** Cllr. D. Cooper

**25/09/H&S/11 To receive and review the Health & Safety Policy with proposed amendments and make appropriate resolutions.**

The Health & Safety Policy with proposed amendments was circulated ahead of the meeting. The H&S Consultant has confirmed there are no legislative updates.

The following further amendments were considered:

- Pg 14 – (second paragraph) Change to read 'they will ensure in conjunction with the Council where necessary'.
- Front Cover - remove Worknest logo.
- Pg 44 – (last paragraph) Replace 'allowed reasonable' with 'given full access'.

**Resolved: that the Health & Safety Policy as amended is approved with the following additional amendments:**

- That on Page 14 amend the second paragraph to read 'They will ensure in conjunction with the Council where necessary'.
- That the reference to Worknest on the front cover is removed.
- That on Page 44 amend the last paragraph by replacing 'allowed reasonable' with 'given full access'.

**Proposed:** Cllr. S. Dale **Seconded:** Cllr. R. Drew

**25/09/H&S/12 To receive correspondence from the Council's banking providers and make appropriate recommendations / resolutions.**

Correspondence from the Council's banking providers was circulated ahead of the meeting.

**Resolved: that the Correspondence from the Council's banking providers is noted.**

**Proposed:** Cllr. R. Drew **Seconded:** Cllr. D. Cooper

**25/09/H&S/13 To receive the External Audit Report 2024-2025 and make appropriate recommendations / resolutions.**

External Audit Report 2024-2025 was circulated ahead of the meeting.

**Resolved: that the External Audit Report 2024-2025 is noted.**

**Proposed:** Cllr. R. Drew **Seconded:** Cllr. S. Dale

**The meeting gave thanks and appreciation to the RFO for all his hard work on the Audit.**

**25/09/H&S/14 To make arrangements for the preparation of the Budget for 2026 - 2027 and make appropriate resolutions.**

The Clerk's report was circulated ahead of the meeting.

The Chairman took the meeting through the report explaining all committees are being asked to provide budget requests for 2026-2027 for review by the H&S and Finance Committee in November. A draft budget template will be available for this meeting and asks the committee to consider setting up a working party for the purpose of developing the budget ahead of the November meeting where recommendations can be received.

A discussion took place about procedures from previous years and whether a working party was of benefit at this time, or if the committee could review the budget.

It was felt that the Clerk should extend an invitation to all Council members to attend the November Health & Safety and Finance Committee meeting, at which the first draft of the budget will be reviewed. This draft will include consideration of any potential change in the precept. It was felt that members should be strongly encouraged to attend, as this meeting provides a vital opportunity to contribute to the budget-setting process ahead of its formal adoption at the Annual Finance Meeting.

**Resolved to Recommend:**      **that the Clerk prepare a draft budget for the 2026-2027 financial year for review by the committee at the November meeting to include committee budget requests for consideration.**

**Proposed:**      Cllr. D. Cooper

**Seconded:**      Cllr. R. Drew

**Resolved:**      **That all Council members are invited to the November Health & Safety and Finance meeting at which the draft budget 2026-2027 will be presented, to include the impact on the precept level.**

**Proposed:**      Cllr. S. Dale

**Seconded:**      Cllr. D. Cooper

**25/09/H&S/15 To receive a report on Health & Safety matters.**

No matters to report.

**Meeting Closed at 8.03pm**