



Carn Brea Parish Council

Consel Plu Carn Bre

Contact the Clerk Andrew Moyle-Browning

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DRAFT Meeting Minutes of the Health & Safety and Finance Committee

Meeting Details:

- Date: Thursday 3 September 2026
- Time: 7:00 pm
- Location: Treloweth Community Hall, Moorfield Road, Pool, Redruth, Cornwall, TR15 3QB

Present:

Councillors J. Poxon (Chairman), D. Cooper, R. Drew and T. Sutton

Also Present:

Andrew Moyle-Browning (Clerk) and Sarah-Jane Noakes (Assistant Clerk)

Agenda Items:

Welcome and fire safety procedures.

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

1. 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.

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

Proposed by Cllr. D. Cooper and seconded by Cllr. T. Sutton.

2. 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.

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

Proposed by Cllr. R. Drew and seconded by Cllr. D. Cooper.

3. To receive apologies for non-attendance.

Apologies for non-attendance were received from Cllr. S. Dale.

4. 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.

5. To consider written requests for dispensations.

There were no written requests for dispensations received.

- 6. Public Participation on items on the agenda. (Maximum of 20 minutes – every speaker has a limit of 3 minutes under Council Standing Order).**

There were no members of the public present at the meeting.

- 7. To receive and approve the minutes of the Health & Safety and Finance Committee meeting held on 23rd April 2026.**

Minutes of the Health & Safety and Finance Committee meeting held on 23rd April 2026 were circulated ahead of the meeting.

Resolved that the minutes of the Health & Safety and Finance Committee meeting held on the 23rd April 2026 be approved as an accurate report.

Proposed by Cllr. R. Drew and seconded by Cllr. D. Cooper.

- 8. To consider the minutes of the Health & Safety and Finance Committee meeting held on 23 April 2026 and receive any reports on matters referred.**

26/04/H&S/09 Training for Councillors on personal safety.

The Clerk reported that, following enquiries with the Cornwall Association of Local Councils and the Local Government Association, details of courses available in November 2026 had been circulated to Councillors.

- 9. To receive a report on the Health & Safety Internal Checks review completed in May 2026 and appoint a committee member to review the internal Health & Safety Checks and complete a 6-Month Internal Audit with the Clerk in November 2026 in line with the Terms of Reference.**

Cllr. T. Sutton reported that he had undertaken the Health & Safety internal checks in May 2026 and that all aspects of the checklist were confirmed to be in good order and well presented.

Resolved that Cllr. D. Cooper review the internal Health and Safety checks and complete the 6-month internal Health and Safety Check with the Clerk at a date to be arranged in November 2026.

Proposed by Cllr. J. Poxon and seconded by Cllr. R. Drew.

- 10. To receive any correspondence from the Council's banking providers.**

Correspondence from the Council's banking providers detailing account updates and mandate change options were circulated ahead of the meeting.

The Clerk reported that he had downloaded the business banking app so that cheques could be paid in without incurring charges. He would also review how the Council uses its bank accounts to determine whether further changes could reduce fees.

Resolved that the correspondence from the Council's banking providers is noted.

Proposed by Cllr. R. Drew and seconded by Cllr. D. Cooper.

- 11. To receive the External Audit Report for financial year 2025/2026 and make appropriate recommendations / resolutions.**

The external audit and conclusion of audit documentation was circulated ahead of the meeting.

The Committee considered the external audit report and conclusion of audit documentation. Members noted the outcome and thanked the Clerk/RFO for completing the external audit process.

Resolved that the External Audit report for 2025/ 2026 is noted.

Proposed by Cllr. R. Drew and seconded by Cllr. T. Sutton.

12. To receive and consider proposals and letters of engagement to provide Internal Auditing Services on a 3-year term from the 2026-2027 financial year and make appropriate recommendations for appointment.

A report from the Clerk detailing the background and situation regarding provisions for internal audit services was circulated ahead of the meeting along with best practice guidance for internal audit and engagement proposals from two companies.

The meeting considered the two letters of engagement and the Clerk reported on the engagement process. The meeting considered best value, experience and suitability of the two candidates.

The Clerk advised that Full Council would receive the report, both letters of engagement and the Committee recommendation before deciding whom to appoint as the Council's internal auditor.

Resolved to recommend that Carn Brea Parish Council engage the services of Barbara Goraus to provide Internal Auditing Services on a 3-year engagement period, at a cost of £330 per annum, with an annual effectiveness review to be conducted by the Health & Safety and Finance Committee.

Proposed by Cllr. R. Drew and seconded by Cllr. D. Cooper.

13. To make arrangements for the review of the effectiveness of the Council's Internal Controls.

A report from the Clerk including details from the Practitioners Guide Assertion 2 were circulated ahead of the meeting.

The Committee considered how best to review the effectiveness of the Council's internal controls and agreed that two members, supported by the Clerk/RFO, should undertake the review and report their findings and any recommendations to Full Council.

Resolved that Cllr. J. Poxon and Cllr. S. Dale with the support of the Clerk/RFO conduct a review of the Internal Control arrangements and provide a report and any recommendations for Full Council review.

Proposed by Cllr. D. Cooper and seconded by Cllr. T. Sutton.

14. To receive and review the Health and Safety Policy and make appropriate resolutions.

The Health and Safety Policy was circulated ahead of the meeting.

The Committee noted that WorkNest and the Clerk had reviewed the policy and recommended no changes. Members considered the policy comprehensive and noted that the supporting handbook provided practical, user-friendly guidance. On that basis, the Committee felt no amendments were necessary.

Resolved that the Health & Safety Policy is approved.

Proposed by Cllr. T. Sutton and seconded by Cllr. R. Drew.

15. To receive an up-to-date report on income and expenditure.

The Detailed Income and Expenditure report was circulated ahead of the meeting.

Councillors were invited to ask questions about the report, and clarification was provided regarding expenditure against the budget for job advertising.

Resolved that the Income and Expenditure Report to 30th July 2026 is noted.

Proposed by Cllr. R. Drew and seconded by Cllr. D. Cooper.

16. To receive an update on the PWLB Loan application.

The Clerk reported that the PWLB loan application was being processed. He remained in contact with the PWLB and would provide the requested information and report the outcome to Full Council in due course.

17. To make arrangements for the preparation of the draft Budget for 2027-2028 and make appropriate resolutions.

The Clerk reported that all committees are being asked to provide budget requests for 2027-2028 for review by the H&S and Finance Committee in November.

The Committee considered whether to establish a working party to prepare a draft 3-year budget before its November meeting or ask the Clerk/RFO to prepare the draft. Members agreed that the previous year's process had operated smoothly and effectively; therefore no change to the approach was necessary.

Resolved that the Clerk/RFO prepare a draft 3-year budget for the 2027-2028 financial year, to include committee budget requests for consideration and review by the committee at the 12th November 2026 meeting.

Proposed by Cllr. R. Drew and seconded by Cllr. D. Cooper.

Resolved that all members of the Council are invited to attend the Health & Safety and Finance Committee meeting on 12th November 2026 where the draft 3-year budget and precept request for 2027/2028 will be presented for review.

Proposed by Cllr. T. Sutton and seconded by Cllr. D. Cooper.

18. To receive the Governance & Training section of the Council's Budget Action Plan and make appropriate resolutions for any amendments or additions.

The Governance & Training section of the Council's Budget Action Plan with proposed amendments was circulated ahead of the meeting.

The committee considered the proposed amendments which were pertaining to the letters of engagement for an internal auditor for a 3-year period.

Resolved that the Council's Budget Action Plan, Governance & Training, is approved as amended.

Proposed by Cllr. D. Cooper and seconded by Cllr. T. Sutton.

- 19. 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.**

The Assistant Clerk left the meeting before the Committee considered the confidential business.

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 by Cllr. J. Poxon and seconded by Cllr. R. Drew

- 20. To receive and approve the Confidential Minutes of the Health & Safety and Finance Committee meeting held on 23 April 2026 and receive any reports on matters referred.**

Resolved that the confidential minutes of the Health and Safety and Finance Committee meeting held on the 23 of April 2026 are approved.

Proposed by Cllr. R. Drew and seconded by Cllr. D. Cooper

- 21. To receive a report on Health & Safety matters.**

The Clerk provided a report on Health & Safety matters.

Time Meeting Closed:

7.50pm