

TREVERBYN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

June 17th 2025

Parish Offices, Rockhill Business Park commencing at 7.00pm.

Present: Cllr L Allen, Cllr Mrs. A Double, Cllr J Eyre, Cllr B Hollis, Cllr M Luke, Cllr M Shand

Also in attendance: The Clerk, Mr D Hawken.

Members of the Public: There were no members of the public present.

Min FGP01/25 – Election of Chairman

It was proposed by Cllr Mrs. A Double, Seconded: Cllr B Hollis that **Cllr M Shand** be elected as the Chairman of the Finance and General Purposes Committee for the 2025-2026 municipal year. All in Favour.

**Cllr M Shand then chaired the remainder of the meeting*

Min FGP02/25 – Election of Vice-Chairman

It was proposed by Cllr L Allen, Seconded: Cllr J Eyre that **Cllr M Luke** be elected as the Vice-Chairman of the Finance and General Purposes Committee for the 2025-2026 municipal year. All in Favour.

Min FGP03/25 - Apologies: Cllr P Highland

It was **RESOLVED** to formally accept the apology and the reason provided. Proposed: Cllr Mrs A Double, Seconded: Cllr L Allen. All in Favour

Min FGP04/25 - Declaration of Interests:

None recorded

Min FGP05/25 - Public Participation:

There was no requirement to hold this agenda item

Min FGP06/25 – Expenditure

There were no emergency items of expenditure that required authorisation

Min FGP07/25 – Internal Controls

The Clerk tabled a recommendation that a Councillor, (non-member of the Finance and General Purposes Committee), undertakes a bank reconciliation per quarter alongside the Clerk.

Proposed: Cllr L Allen, Seconded: Cllr M Luke. All in Favour

Min FGP08/25 – Policies and Procedures

It was **RESOLVED** to agree to the text of the new Terms of Reference appertaining to the Finance and General Purposes Committee. It will now be presented to Full Council for adoption.

Proposed: Cllr Mrs. A Double, Seconded: Cllr L Allen. All in Favour

Min FGP09/25 – Accounts

The Clerk presented the Committee with the relevant bank statements for all Parish Council accounts since the start of the fiscal year (April 2025). It was **RESOLVED** to note the statements and the figures presented.

Proposed: Cllr M Shand, Seconded: Cllr J Eyre. All in Favour

Min FGP10/25 – Clerks Items

Land at Hallaze

The Clerk read correspondence from Cornwall Council regarding a blockage on Parish Council land at Hallaze. A detailed explanation of the issue was relayed to Committee Members from the in-depth report that has been submitted. It was **RESOLVED** to proceed with obtaining three quotes to rectify the issue.

To contact: Keir, Aqua Rod, Underground Solutions and Rob Oliver.

Proposed: Cllr Mrs. A Double, Seconded: Cllr L Allen. All in Favour

Grass cutting

It was **RESOLVED** to agree to undertaking two cuts per calendar month at some of our open green spaces. Clerk to speak to Habitat Restoration Co. to ascertain which sites would indeed require the additional cut per month.

Proposed: Cllr J Eyre, Seconded: Cllr B Hollis. All in Favour

MSAS

It was **RESOLVED** to sanction the Clerk to write and submit the Mobile Speed Activation Sign – Site Assessment Form.

Proposed: Cllr Mrs. A Double, Seconded: Cllr M Luke. All in Favour

Accountants / Financial Software Package

It was **RESOLVED** that the Clerk make initial contact with suitable local accountants and furthermore, advice on potential financial software packages in order to come back to the Committee with options and recommendations at the next meeting.

Proposed: Cllr M Shand, Seconded: Cllr Mrs. A Double. All in Favour.

Min FGP11/25 – Asset Management

The Clerk explained that this agenda item will be permanent fixture at all Finance and General Purposes Meetings going forwards. At this stage, there was nothing to report

Min FGP12/25 – Finance and General Purposes Correspondence

The Clerk had nothing to report

Min FGP13/25 – Confidential Matters

There were no matters to bring to the attention of Members.

There being no further business, the Chairman closed the meeting at 7:55pm

.....(Chairman) (Date)