

# **TREVERBYN PARISH COUNCIL**

## **FINANCE AND GENERAL PURPOSES COMMITTEE MEETING**

**Tuesday 23<sup>rd</sup> September 2025**

**Parish Offices, Rockhill Business Park commencing at 6.30pm.**

**Present:** Cllr M Shand (Chairman), Cllr Mrs. A Double, Cllr B Hollis and Cllr P Highland.

**Also in attendance:** The Clerk, Mr D Hawken

**Min FGP14/25 - Apologies:** Cllr L Allen and Cllr M Luke.

It was **RESOLVED** to accept the apologies received.  
Proposed Cllr M Shand, Seconded: Cllr B Hollis. All in Favour.

**Min FGP15/25 - Declaration of Interests**

None recorded.

**Min FGP16/25 - Public Participation**

There were no members of the public present.

**Min FGP17/25 – Minutes of the Finance & General Purposes meeting held on June 17<sup>th</sup> 2025**

The minutes of the said meeting had been published and circulated to all Committee Members in advance of the meeting. Subsequently, they were duly accepted as a true and accurate record.

Proposed by Cllr Mrs. A Double, Seconded Cllr M Shand. All in favour.

**Min FGP18/25 – Expenditure**

The Clerk confirmed that he is now in receipt of the Uncontested election recharges from Cornwall Council following the recent May Local Elections. Both wards total £611.16

The Clerk advised that the local shop in Penwithick had been approached and they were happy for the new noticeboard assigned to the village, to be fitted outside the premises. Cornwall Signs had since fitted and all relevant information had been advertised. The second half of the agreed invoice will now need to be paid.

It was proposed for an additional notice board be purchased and erected outside the Parish Offices to display all relevant information to replace the Rockhill Office sign.

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

**ACTION:** Clerk to contact D Philp.

#### **Min FGP19/25 – Internal Controls**

Clerk to appoint a non-Financial and General Purposes Committee member to undertake a bank reconciliation alongside the Clerk at the Full Council meeting on Tuesday 30<sup>th</sup> September.

#### **Min FGP20/25 – Accounts**

The Clerk presented the Committee with the relevant bank statements for all Parish Council accounts (Current/Reserve – NatWest, Current – Lloyds) since the previous F+GP Meeting held in June 2025. It was **RESOLVED** to note the statements and the figures presented.

Proposed: Cllr Mrs. A Double, Seconded: Cllr B Hollis. All in Favour.

#### **Min FGP21/25 – NALC/SLCC Pay Award 2025/26**

*\*Clerk left the room.*

Councillors **RESOLVED** to recommend that both members of staff be awarded the newly published NALC/SLCC pay scale award for 2025/2026. Subsequently, it was agreed to backdate this from April 2025.

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

*\*Clerk re-entered the room.*

#### **Min FGP 22/25 – Clerk's Items**

It was discussed that the current projector and screen be replaced to improve the visual display for Councillors, subject to permission from D Philp.

Furthermore, it was discussed that a television screen might be better rather than a direct projector replacement. Quotes to be obtained for replacement.

Proposed: Cllr Mrs. A Double, Seconded: Cllr B Hollis. All in Favour.

**ACTION:** Clerk to obtain permission and quotes.

### **Min FGP 23/25 – Asset Management**

The swing at Lower Molinnis Park will be replaced and fitted by Habitat Restoration Company. Cornwall Signs have fitted all new noticeboards with the exception of West Carclaze Garden Village, Bowling Green/Rosevear and Ruddlemoor. The NAS box had been installed and both Clerk and Admin can now access and save files. The old printer/photocopier, two office chairs and bin had been disposed of at the Civic Amenity site.

It was **RESOLVED** to note the above.

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

### **Min FGP24/25 – Section 137 Grants – Proposed revamp of documentation**

It was proposed to undertake a review of all section 137 grant documentation, this is to include policy, application form and publication.

Proposed by Cllr Mrs. A Double, Seconded: Cllr P Highland. All in Favour.

### **Min FGP25/25 – CIL Report 2024/25**

The Clerk updated the committee on the 2024/2025 CIL report submitted to Cornwall Council. It has subsequently been accepted and approved.

### **Min FGP 26/25 – Banking Update**

The Clerk had already updated on all matters related to banking under Agenda item 7 - Accounts.

### **Min FGP 27/25 – Land at Hallaze – Penwithick**

Following quotes received regarding the blockage on land owned by the Parish Council at Hallaze, it was agreed to proceed with the quote from Aquarod.

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

**ACTION:** Clerk to take next steps.

### **Min FGP 28/25 – Stenalees Band Room**

*\*Cllr M Shand left the room owing to an interest in this agenda item*

Members discussed the approach by trustees of Stenalees Band room to the Parish Council, to take over the building and in effect be the new trustees. After

much debate, it was agreed that the Parish Council would not be in a position to take this on.

Proposed by Cllr B Hollis, Seconded: Cllr P Highland. All in Favour.

**ACTION:** Clerk to write to trustees.

*\*Cllr M Shand returned to the meeting.*

### **Starrick Moor**

Permission had been submitted from an individual connected to Biscovey Youth Football to site a container at Starrick Moor in order to run their printing business from the site. Following discussion, this was refused by members.

Proposed by Cllr Mrs. A Double, Seconded: Cllr P Highland. All in Favour.

**ACTION:** Clerk to respond accordingly.

### **Min FGP 29/25 – Finance and General Purposes Correspondence**

The Clerk reported that the new front door of the Parish Offices had now been installed. The agreed 50% contribution from the Parish Council would soon be requested.

The Clerk stated that the PRow Committee formally resolved to proceed with an Enhanced LMP application to Cornwall Council.

The Clerk informed members of the details, regarding the Devolution Capital Grant.

The Clerk stated that he was in receipt of three quotes, in regards to hearing loop installation. It was agreed to contact Cllr J Hanlon and Roger Gates to ascertain if any funding could be obtained to assist. Equally, it was agreed that the Clerk contact CALC regarding the legal requirements on what measures would be needed to be compliant in relation to accessibility. **Action: Clerk**

### **Min FGP 30/25 – Any other Finance and General Purposes Items**

The Clerk had nothing further to report.

**Min FGP 31/25 – Confidential Matter(s)**

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

There being no further business, the Chairman closed the meeting at 7:50pm

..... (Chairman)      ..... (Date)