

TREVERBYN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

Wednesday 19th November 2025

Parish Offices, Rockhill Business Park commencing at 6.00pm.

Present: Cllr M Shand (Chairman), Cllr M Luke (Vice-Chairman), Cllr Mrs. A Double, Cllr P Highland Cllr B Hollis.

Also in attendance: The Clerk, Mr D Hawken

Min FGP32/25 - Apologies: Cllr L Allen and Cllr Mrs M Rance-Matthews.

It was **RESOLVED** to accept the apologies received and the reasons provided.
Proposed Cllr M Shand, Seconded: Cllr Mrs. A Double. All in Favour.

Min FGP33/25 - Declaration of Interests

Cllr M Shand declared interest in regard to the installation of a proposed Wi-Fi access point to be raised later under expenditure.

Min FGP34/25 - Public Participation

There were no members of the public present.

Min FGP35/25 – Minutes of the Finance & General Purposes meeting held on September 23rd 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 Luke. All in favour.

Min FGP36/25 – Expenditure

Television - Councillors discussed the quotes to purchase a television for the meeting room as well as installation.

It was **RESOLVED** to purchase a Samsung television online.

Proposed by Cllr M Luke, Seconded Cllr B Hollis. All in favour.

**Cllr M Shand leaves the room*

Wi-Fi Access Point

It was **RESOLVED** that the proposed Wi-Fi access point be purchased and installation be arranged.

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

**Cllr M Shand returns to the room.*

Min FGP37/25 – Internal Controls

Members to appoint a fellow Financial and General Purposes Committee member to undertake a bank reconciliation alongside the Clerk during the next quarter of the financial year.

Cllr P Highland would be willing to undertake the bank reconciliation.

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

Min FGP38/25 – 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 September 2025.

It was **RESOLVED** to note the statements and the balances stated.

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

Min FGP39/25 – Clerk's membership of the SLCC

Members **RESOLVED** to recommend that the Clerk becomes a member of the Society of Local Council Clerks with immediate effect. Annual subscription of £360, plus a joining fee of £20.

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

Min FGP40/25 – 2026/2027 Budget

The Clerk presented Councillors with a draft budget for 2026/2027 for debate and discussion. Two small amendments were tabled, that being, the alteration of the figures appertaining to mileage and insurance. With the two minor amendments taken into account, it was **RESOLVED** to recommend that the budget now be presented to Full Council.

Proposed: Cllr M Shand, Seconded: Cllr M Luke. All in Favour.

Min FGP41/25 – Precept

Based on the agreed budget, it was **RESOLVED** that a recommended precept requirement for the 2026/2027 fiscal year be £210,000

Like the budget, the proposed precept requirement will now be referred to Full Council.

Proposed: Cllr Mr P Highland, Seconded: Cllr M Luke. All in Favour.

Min FGP 42/25 – Administrator

Following the probation period of the new administrator, the position has been offered permanently and the addition of 7.5 hours from 15 to 22.5 hours a week over three days. In addition, an increase on the NALC increment scale from 16 to 18. It was **RESOLVED** to recommend the increase in hours and salary of the Administrator's role, to Full Council.

Proposed by Cllr B Hollis, Seconded: Cllr M Luke. All in Favour.

Min FGP43/25 – Clerk's items

The Clerk reported on investigations into appointing a new auditor for the Parish Council, following consultations with other local Clerks and a recommendation from CALC. Aalgaard Renshaw was highly recommended, and following extensive correspondence, a quotation for their services was obtained.

It was **RESOLVED** to recommend to Full Council the appointment of Aalgaard Renshaw as the Parish Council's auditors, who would also provide accounting services on a monthly or quarterly basis.

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

The Clerk informed members that he had received correspondence from Charles French in relation to a legal request, enquiring if the Parish Council would like to undertake a report on the current leases appertaining to Treverbyn Recreational Ground, at a cost of £450 plus VAT.

After careful consideration, it was **RESOLVED** to not take up the offer of a report.

Proposed: Cllr M Luke, Seconded: Cllr M Shand. All in Favour

Min FGP44/25 – Asset Management

There were no items to note under this agenda item

Min FGP45/25 – Banking Update

The Clerk proposed that two additional accounts be opened with Lloyds to facilitate the transfer of reserves currently held in the NatWest account. It was advised that one account should be designated for earmarked restricted reserves and the other for general reserves.

It was **RESOLVED** to proceed with the recommendation.

Proposed: Cllr M Luke, Seconded: Cllr P Highland. All in Favour

Transfer of funds.

It was **RESOLVED** to transfer over £20,000 from the old NatWest current account to the new Lloyds Current Account.

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

Min FGP46/25 – Finance and General Purposes Correspondence

The Clerk has received from Cornwall Council, the Chargeable Cleansing of Bugle Car-park proposed contract for 2026/2027.

Equally, the Clerk has received from Cornwall Council, the draft Local Maintenance Partnership renewal charges and proposed rates for 2026/2027.

Min FGP47/25 – Any other Finance and General Purposes Items

The Clerk had nothing further to report.

Min FG48/25 – 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 8.27pm

..... (Chairman) (Date)