



Treverbyn Parish Council

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Parish Offices
Rockhill Business Park
Higher Bugle, St Austell
Cornwall, PL26 8RA
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18th March 2026

To Members of the Treverbyn Parish Council Finance and General Purposes Committee

Dear Councillor,

You are hereby summoned to attend a **Finance and General Purposes Meeting** of Treverbyn Parish Council to be held at the Parish Offices, Rockhill Business Park, Higher Bugle, PL26 8RA on **Tuesday 24th March 2026 commencing at 7:00pm** for the purpose of transacting the business stated in the agenda below.

Given under my hand,

D. R. Hawken

Mr Darren R. Hawken
(Clerk and Responsible Finance Officer)

Note: Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.

Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), the Council is unable to make any decision on matters not listed within the agenda.

Under the Local Government Act (LGA) 1972 s101, supported by Regina V Secretary of State for the Environment ex parte London Borough of Hillingdon 1986 case law, no one councillor can make a decision on behalf of the Council.

1	<p>Apologies for Absence To receive apologies for absence and note apologies not received</p>
2	<p>Declarations of Interest</p> <ul style="list-style-type: none"> a) <i>Pecuniary Interests</i>: To receive Declarations of Pecuniary Interests as declared on the Register of Interests. b) <i>Non-registerable Interests</i>: To receive Declarations of Non-registerable Interests. c) <i>Dispensations</i>: The Clerk will consider and report on any requests for dispensation in line with the Council’s Code of Conduct. d) <i>Gifts & Hospitality</i>: To declare any gifts or hospitality in line with the Council’s Code of Conduct.
3	<p>Public Participation To hear from members of the public who wish to make representations, answer questions and give evidence in respect of the business on the agenda. A question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.</p>
4	<p>Minutes of the Previous Meeting To receive and resolve to adopt the minutes of the previous meeting held on 19th November 2025.</p>
5	<p>Expenditure To resolve to approve any urgent expenditure items and consider items for recommendation to Full Council.</p>
6	<p>Internal Controls To appoint a committee member to undertake a quarterly bank reconciliation alongside the Clerk</p>
7	<p>Accounts To receive, note and review the accounts since the previous meeting and to resolve any action required.</p>
8	<p>Payroll Services To consider options to undertake payroll for the new 2026/27 fiscal year.</p>
9	<p>Administrator’s Pension To receive an oral update from the Clerk regarding Employer/Employee pensions contributions and to formally resolve any recommendations therein,</p>

9	<p>Maintenance Service Provision To consider the appointment of a contractor to provide a monthly maintenance service, undertaking minor ad hoc works as required, including painting, cleaning, and general repair work</p>
10	<p>Clerk's Items To receive information on various items of financial interest, including any recommendations and resolutions that may arise from items discussed.</p>
11	<p>Asset Management To receive an update on maintenance, repairs, acquisitions, or disposals</p>
12	<p>Banking Update Clerk to update committee on all matters relating to Parish Council Accounts</p>
13	<p>Finance and General Purposes Correspondence To receive details of, and consider, correspondence including</p>
14	<p>Any other Finance and General Purposes Items To receive, in writing, any other Finance and General Purpose items that are in requirement of being raised.</p>
15	<p>Confidential Matter(s) To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting, and that the live streaming and any recording cease, during the consideration of the following item(s) of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted</p> <p>END</p>