

TREVERBYN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

Tuesday 24th March 2026

Parish Offices, Rockhill Business Park commencing at 7.00pm.

Present: Cllr M Shand (Chairman), Cllr M Luke (Vice-Chairman), Cllr L Allen, Cllr Mrs. A Double and Cllr B Hollis.

Also in attendance: The Clerk, Mr D Hawken

Min FGP01/26 - Apologies: Cllr P Highland.

There was also a non-apology from Cllr Mrs M Rance-Matthews

It was **RESOLVED** to accept the apology received and the reason provided, in addition to noting the non-apology from Cllr Mrs M Rance-Matthews.

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

Min FGP02/26 - Declaration of Interests

None recorded

Min FGP03/26 - Public Participation

There were no members of the public present.

Min FGP04/26 – Minutes of the Finance & General Purposes meeting held on November 19th 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 L Allen. All in favour.

Min FGP05/26 – Expenditure

It was **RESOLVED** to contact A&P Southern Doors again, in order to obtain a further quote for the door entry system, and panic alarm system for installation at the Parish Offices. Furthermore, it was agreed to gain a fourth quote for the proposed works.

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

Members were presented with various quotes regarding the tree works at Trethewel.

Members **RESOLVED** to accept the quote from RPS Maintenance Ltd.

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

Min FGP06/26 – Internal Controls

Members were asked to appoint a member of the Financial and General Purposes Committee to undertake a bank reconciliation alongside the Clerk for the current quarter of the financial year.

Cllr B Hollis volunteered to carry out the bank reconciliation. This was subsequently diarised for 30 March.

RESOLVED to appoint Cllr B Hollis to undertake the bank reconciliation alongside the Clerk.

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

Min FGP07/26 – 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 November 2025.

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

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

The Clerk provided a further update on progress made in opening two new reserve accounts with Lloyds Bank, one designated for restricted reserves and the other for unrestricted reserves.

He advised that the two NatWest accounts would shortly be consolidated, with the full balance to be transferred to Lloyds. This will conclude the Parish Council's banking arrangements with NatWest, leaving the Council operating three digital accounts with Lloyds, supported by online banking facilities.

Min FGP08/26 – Payroll Services

There was extensive discussion regarding the provision of payroll services. It was unanimously agreed that responsibility for payroll should be independent of office staff duties and therefore delivered by an external provider.

The Clerk presented an update on available payroll services, including information obtained from Aalgaard Renshaw and local accountancy providers.

It was then **RESOLVED** that payroll services be discontinued with Roy Sandey and subsequently outsourced to Phillips Frith, commencing in April 2026, at the quoted price.

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

Min FGP09/26 – Administrator’s Pension

The Clerk updated Members regarding the backdated pension contributions for the Administrator. The member of staff has elected to join the pension scheme from the commencement of their employment. Work has been undertaken in calculating both employee and employer contributions in liaison with the Cornwall Council Pension Fund.

The Clerk presented the calculated figures, and it was **RESOLVED** to proceed with the backdating of the pension contributions.

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

Min FGP10/26 – Maintenance Service Provision

The Clerk informed Members that it had become increasingly apparent that the Parish Council requires support to undertake routine maintenance and general works. Whilst Habitat Restoration Company currently delivers grass cutting and footpath maintenance, the size of the parish and the volume of work required indicate a clear need for an additional maintenance service.

The Clerk and Cllr Mrs A Double updated Members following a recent meeting with a local contractor. The contractor is currently engaged by three parish councils and one town council and holds ROSPA play safety qualifications to undertake play equipment inspections.

It was **RESOLVED** to recommend to Full Council that, subject to the provision of further information and receipt of appropriate certifications, the contractor be engaged on an ad hoc basis to carry out specified maintenance works.

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

Min FGP11/26 – Clerk’s Items

The Clerk reported the following matters to Members:

- **Trethurgy Car Park Licence (Mrs G. Rowett):**
The Clerk confirmed that agreement had been reached with Mrs Rowett on the wording of the licence. The document was scheduled to be duly signed on Friday 27 March.
- **Fire Extinguisher Service (Parish Offices):**
Members were informed that the annual fire extinguisher service had been completed. An invoice is expected shortly.
- **ROSPA Play Equipment Inspection:**
The Clerk confirmed that the annual ROSPA inspection had been rebooked for Trethurgy and Lower Molinnis, with Trethowel and Treverbyn recreation grounds now included. The inspection is scheduled to take place in April.
- **CALC Training Course:**
Cornwall Association of Local Councils (CALC) requested use of the meeting room to host a half-day course. In return, a free place on the course would be offered to the Administrator.
RESOLVED to agree.
Proposed: Cllr L Allen, Seconded: Cllr M Luke. All in favour.
- **Grass Cutting and Footpath Maintenance Schedule:**
The schedule was presented to Members for review and will commence in April.
- **Japanese Knotweed Treatment (Hallaze):**
An email from South West Knotweed was read.
RESOLVED to book an ad-hoc treatment for Japanese knotweed at Hallaze for August 2026.
Proposed: Cllr Mrs A Double, Seconded: Cllr M Luke. All in favour.
- **Weed Management Contract:**
A quotation from Habitat Restoration Company for parish-wide weed management, commencing in the new financial year, was considered.
RESOLVED to accept the quotation and proceed with the works.
Proposed: Cllr M Shand, Seconded: Cllr L Allen. All in favour.

- Footpath Maintenance (Stannary Road to Treverbyn Road):
RESOLVED to arrange cleaning and sweeping of the steps.
Proposed: Cllr M Shand, Seconded: Cllr L Allen. All in favour.
- Bus Shelter Maintenance (Stannary Road):
RESOLVED to undertake cleaning and maintenance in-house via a maintenance contractor.
Proposed: Cllr B Hollis, Seconded: Cllr L Allen. All in favour.
- Trethewel Recreation Field Gate:
RESOLVED to install a gate sign and obtain a lock, with access restricted to the Parish Council and Habitat Restoration Company.
Proposed: Cllr M Shand, Seconded: Cllr Mrs A Double. All in favour.
- Dog Waste Bin (Bodmin Road Clay Trail):
RESOLVED to sign the licence agreement from Jeffreys for the installation of a dog waste bin off Bodmin Road, on the clay trail between Tremena Gardens and Trethewel.
Proposed: Cllr M Luke, Seconded: Cllr L Allen. All in favour.
- Land Registry Account:
RESOLVED to proceed with setting up a Land Registry account.
Proposed: Cllr Mrs A Double, Seconded: Cllr M Shand. All in favour.
- Fingerposts and Telephone Boxes Refurbishment:
RESOLVED to obtain quotations for refurbishment works.
Proposed: Cllr Mrs A Double, Seconded: Cllr M Shand. All in favour.
- Play Equipment (Treverbyn and Trethewel Parks):
RESOLVED to clean the recently acquired equipment prior to assessing any painting or replacement needs.
Proposed: Cllr M Shand, Seconded: Cllr B Hollis. All in favour.
- Bugle Car Park Boundary Area:
RESOLVED to obtain three quotations for tidying and reinstating the rear boundary planting area, including replacement railings and tree felling.
Proposed: Cllr Mrs A Double, Seconded: Cllr M Luke. All in favour.
- Trethewel Recreation Park Vegetation:
RESOLVED to obtain three quotations for clearing and pruning trees and vegetation at the rear of the site.
Proposed: Cllr Mrs A Double, Seconded: Cllr B Hollis. All in favour.

- Dog Waste Bin Emptying Service:
RESOLVED to meet with the proprietor of Pro Scoop to discuss provision of a regular emptying service.
The Clerk noted ongoing difficulties in arranging emptying of newly installed bins and commended the reliable ad-hoc service provided by Pro Scoop. A schedule of sites requiring regular servicing will be compiled.
Proposed: Cllr M Luke, Seconded: Cllr M Shand. All in favour.
- Councillor ID Badges:
The Clerk reported that new ID badges and lanyards are being produced and will be distributed shortly.
- Aqua Rod Invoice (Hallaze, Penwithick):
The Clerk confirmed that the invoice for five days' work had been settled. A separate invoice relating to a sixth day remains under dispute; an update will be provided in due course.

Min FGP12/26 – Asset Management

The Clerk reiterated his intention to undertake a comprehensive review of the Asset Register. This will include the identification and badging of community assets, such as dog waste bins, salt bins, litter bins and bus shelters. It is proposed that branded stickers be introduced, together with a unique asset number displayed on a disc affixed to each individual asset.

The Clerk also informed Members that he had compiled a collection of redundant office electronic equipment, including old iPads, BlackBerry devices, and telephones.

RESOLVED that Cllr M Shand review the items and report back with his findings.

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

Min FGP13/26 – Banking Update

This agenda item was covered earlier, under agenda item 7 – 'Accounts'

Min FGP14/26 – Finance and General Purposes Correspondence

The Clerk read correspondence from Cornwall Council, regarding business rates bill appertaining to Bugle Car-park.

RESOLVED that the Clerk make direct enquiries and challenge the escalated cost.

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

Min FGP15/26 – Any other Finance and General Purposes Items

The Clerk had nothing further to report.

Min FGP16/26 – 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 8:12pm

..... (Chairman) (Date)