

TREVERBYN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

Tuesday 23rd June 2026

Parish Offices, Rockhill Business Park commencing at 7.00pm.

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

Also in attendance: The Clerk, Mr D Hawken.

Min FGP17/26 – Election of Chairman

It was proposed by Cllr B Hollis, Seconded by Cllr Mrs. A Double, that **Cllr M Shand** be elected Chairman of the Finance and General Purposes Committee for the 2026/2027 municipal year. All in Favour.

Min FGP18/26 – Election of Vice-Chairman

It was proposed by Cllr M Shand, Seconded by Cllr Mrs. D Double, that **Cllr P Highland** be elected Vice-Chairman of the Finance and General Purposes Committee for the 2026/2027 municipal year. All in Favour.

Min FGP19/26 – Apologies: Cllr M Luke and Cllr O Kimber.

It was **RESOLVED** to accept the apologies received.

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

Min FGP20/26 - Declaration of Interests

None recorded.

Min FGP21/26 - Public Participation

There were no members of the public present.

Min FGP22/26 – Minutes of the Finance & General Purposes meeting held on 24th March 2026

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: Cllr L Allen, Seconded Cllr B Hollis. All in favour.

Min FGP23/26 – Expenditure

It was discussed again, that the acquisition of a Safe in one of the offices, was a priority. Clerk to look at options and feedback to the committee in due course.

At this juncture, there were no further emergency items that required committee ratification to proceed with items of expenditure, nor were there any items that would be tabled to Full Council for their approval.

Min FGP24/26 – Accounts

The Clerk presented the Committee, quarterly bank statements for all Parish Accounts since the previous Finance & General Purposes Meeting held in March.

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

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

Min FGP25/26 – Internal Controls

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

It was **RESOLVED** that Cllr M Shand carry out the banking reconciliation.

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

Min FGP26/26 – Financial Risk Register

Members to review at the next meeting. **Action: Clerk to continue with the work undertaken to date.**

Min FGP27/26 – Maintenance Service Provision

Interviews had been carried out for the new maintenance service. It was agreed that the role is split between two selected contractors. One to carry out inspections and remedial works to the play equipment owing to his ROSPA certification. The other, to carry out general maintenance works within the Parish as and when required.

It was **RESOLVED** to recommend to Full Council, that the two contractors start with immediate effect.

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

Min FGP28/26 – Internal Audit Review

The Clerk talked through in detail, the contents of the 44-page internal audit report that has already been presented to Full Council. Members were duly pleased and delighted with the findings, both on a governance and financial viewpoint. Members went on to thank the Clerk for the drastic turnaround over the last 12 months, and duly acknowledged the findings in the report to be commending of the achievements that have taken place.

The Clerk thanked members for their kind words. Furthermore, the Clerk raised a few minor points of note in the report that were stated for improvement, but reassurance was provided to members that these were already in hand and some, had already been actioned.

Min FGP29/26 – Budget Monitoring Report

The Clerk informed members that this new document would be introduced in due course, and would be in operation by the time of the next committee meeting.

Min FGP30/26 – Clerk's Items

The Clerk had no items to raise under this agenda item.

Min FGP31/26 – Asset Management

The Clerk confirmed, that a great deal of time would be dedicated to the listing and recording of Parish Council assets. A new in-depth register would be compiled, each asset branded and recorded, a What3Words location listed with everything recorded on a database and the website. Furthermore, a software package for this very area could be beneficial. The Clerk did state, that this undertaking is an area for significant improvement, however, it would indeed take time.

Min FGP32/26 – Finance and General Purposes Correspondence

There were no items of correspondence

Min FGP33/26 – 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 7.38pm.

..... (Chairman) (Date)