

TREVERBYN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

Tuesday 22nd September 2026

Parish Offices, Rockhill Business Park commencing at 6.00pm.

Present: Cllr Mrs. A Double, Cllr B Hollis Cllr M Luke, and Cllr O Kimber.

Also in attendance: The Clerk, Mr D Hawken.

As the Chair, Cllr M Shand is currently on holiday, and the Vice-Chair Cllr P Highland also away on business, it was **RESOLVED** that Cllr Mrs. A Double take the Chair.

Proposed: Cllr O Kimber, Seconded: Cllr M Luke. All in Favour

Min FGP34/26 – Apologies: Cllr M Shand, Cllr P Highland and Cllr L Allen.

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

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

Min FGP35/26 - Declaration of Interests

None recorded.

Min FGP36/26 - Public Participation

There were no members of the public present.

Min FGP37/26 – Minutes of the Finance & General Purposes meeting held on 23rd June 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 M Luke, Seconded Cllr O Kimber. All in favour.

Min FGP38/26 – Expenditure Items

The Clerk provided details of a Canva subscription, which would be beneficial for Council business. The cost would be £18 per month or £180 per annum.

It was **RESOLVED** to recommend that the Council proceed with an annual Canva subscription at a cost of £180 per annum.

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

The Clerk advised that Japanese knotweed treatment is required at the Skate Park in Bugle.

It was **RESOLVED** that the Clerk obtain three quotations for the necessary treatment.

Proposed: Cllr O Kimber, Seconded: Cllr B Hollis. All in favour.

One quotation had been obtained from Cornwall Signs for two Parish Council pop-up banners. Members discussed obtaining additional quotations and agreed that the Clerk should seek two further quotations before proceeding.

The Council's maintenance contractor, Sam Turner, currently uses a programme called Mitti to log jobs and provide feedback. The Parish Council is currently using the free version of the programme. Members noted that, should the trial prove successful, there is an option to move to a paid subscription service in the future.

Charles French had provided a quotation for legal work relating to the devolution of Hallane Road, New Molinnis and Larcombe from Cornwall Council. The cost for full title reports on all three sites would be £1,900 plus VAT. An alternative fee of £950 was quoted for work excluding full title reports on each site.

It was **RESOLVED** to proceed with full title reports at a cost of £1,900 plus VAT.

Proposed: Cllr O Kimber, Seconded: Cllr Mrs A Double. All in favour.

Regarding the vegetation cut-back at Trethowel Park, members noted that the bird nesting season had now concluded.

It was **RESOLVED** that three quotations be obtained for the vegetation cut-back works.

Proposed: Cllr O Kimber, Seconded: Cllr B Hollis. All in favour.

A quotation had been obtained from Rialtas for the provision of accounting and asset management software. Members noted that Rialtas is used by several neighbouring Parish Councils and that the system would provide benefits in relation to monthly reporting and record keeping, VAT reclaims, budget monitoring and invoicing.

It was **RESOLVED** to recommend proceeding with the quotation from Rialtas.

Proposed: Cllr Mrs A Double, Seconded: Cllr O Kimber. All in favour.

The Clerk informed members that details of the legal fees associated with the deed transfer of Molinnis Park were expected shortly from Rowan & Sproull Limited.

Min FGP39/26 – Accounts

The Clerk presented the Committee with bank statements for all Parish Council accounts covering the period since the previous Finance & General Purposes Committee meeting held in June.

It was **RESOLVED** to note the accounts, comprising the Current Account, General Reserves Account and Restricted Reserves Account.

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

Min FGP40/26 – 2026/27 National Salary Pay Award and Revised Pay Scales

Members were presented with details of the 2026/27 National Salary Pay Award and revised pay scales issued by NALC, effective from 1st April 2026.

It was **RESOLVED** to recommend to Full Council that the revised pay scales be applied to staff salaries with effect from 1st April 2026.

Proposed: Cllr M Luke, Seconded: Cllr Mrs D Double. All in favour.

Min FGP41/26 – Internal Controls

As part of the Council's internal control procedures, it was **RESOLVED** to appoint Cllr Mrs A Double to undertake the reconciliation of the Parish Council's bank statements for the quarter, alongside the Clerk.

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

Min FGP42/26 – Bus Shelter Cleaning Tender

The Clerk advised members that the cleaning of Parish Council-owned bus shelters is currently undertaken on an informal basis, with no written agreement or defined scope of works in place.

Members discussed the need to formalise the arrangement by establishing a clear specification for the service and undertaking an appropriate tender process.

It was **RESOLVED** that the Clerk prepare a scope of works and service requirements for the cleaning of Parish Council-owned bus shelters, with a view to inviting tenders for the service.

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

Min FGP43/26 – Rialtas Financial Management Software

This agenda item was already covered under expenditure.

Min FGP44/26 – Cornwall Council Agency Agreement – Verge, Hedgerow and Roundabout Maintenance

Members considered the proposed Agency Agreement with Cornwall Council for the maintenance of identified verges, hedgerows and roundabouts within the Parish.

Members considered that the level of funding offered under the proposed agreement was insufficient to adequately undertake the required maintenance.

It was **RESOLVED** to decline the proposed Agency Agreement at the current level of funding, but to reconsider the agreement should Cornwall Council offer an increased amount.

Proposed: Cllr Mrs A Double, Seconded: Cllr O Kimber. All in favour.

Min FGP45/26 – External Auditor's Report

Members considered the External Auditor's Report received from BDO and reviewed the recommendations and minor finding contained within the report.

It was **RESOLVED** to note the External Auditor's Report, including the recommendations and minor finding, and to refer the report to Full Council for consideration.

Proposed: Cllr Mrs A Double, Seconded: Cllr M Luke. All in favour.

Min FGP46/26 – Budget Monitoring Report

The Clerk will be in a position to introduce quarterly budget monitoring reports to the Committee following the implementation of the Rialtas accounting management system.

Min FGP47/26 – Clerk's Items

There were no items to discuss.

Min FGP48/26 – Asset Management

The Clerk provided members with an update on assets acquired by the Parish Council since the previous meeting. The following items were reported:

- Litter-picking equipment
- Alarm system
- Door entry system
- Mobile Speed Activation Sign, gifted by Cornwall Council Highways
- Two mobile phones for Council business use.

Members noted the additions to the Council's assets.

The Chair requested that the potential provision of CCTV at appropriate locations within the Parish be considered as part of the forthcoming budget-setting process.

Min FGP49/26 – Finance and General Purposes Correspondence

The Clerk advised members that the current grass-cutting and grounds maintenance contract, undertaken by Habitat Restoration Company, is due to expire in the autumn.

Members noted that a new tender would therefore need to be prepared and advertised for a two/three-year contract period.

The Clerk advised that Habitat Restoration Company would be notified in writing of the forthcoming expiry of the current contract.

Cllr Mrs A Double highlighted the value of holding a budget-setting workshop for all Councillors, following the success of the inaugural session held the previous year.

Members agreed that a further budget-setting workshop should be arranged for early November, with the Clerk to identify suitable dates. **Action: Clerk**

Min FGP50/26 – 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 7.11pm.

..... (Chairman) (Date)