

St Teath Parrsh Council Finance & Staffing Committee

Minutes of the St Teath Parish Council Finance & Staffing Committee Meeting held on Tuesday, 27th March 2018 in the St Teath Community Room at 7.00pm.

Present: Cllrs. G Heard, L Rose, A Stacey.

Also attending: Mrs J Hoskin (Parish Clerk)

In the absence of the Committee Chairman this meeting was chaired by Cllr G Heard.

Item No.		Action by
F026	Apologies for absence. Cllrs. T Weeks, C Keat.	
F027	Declarations of Interest - to receive registered and non-registered disclosable interests and non-registered interests. None.	
F028	To advise of any dispensations granted in line with the Code of Conduct. None.	
F029	To look at the accounts for 2017/2018 financial year, and the new accounting system. The Clerk reported that the new accounting system was in place and accounts for the 2017/2018 originally recorded on the old system would be transferred. The cash book will continue to be maintained. The Clerk awaited information from the external auditors on a timetable for the completion of the audit.	Clerk
F030	To review the signatures on the bank mandate. Cllrs. L Rose and A Stacey agreed to be added to the current bank mandate.	Clerk
F031	Internal checking of the councils accounts (4 monthly) to be arranged. Agreed to retain the current procedures.	
F032	To review burial fees for the new financial year. The Clerk was seeking schedules of costs from other local burial sites / councils to make a comparison with the Delabole fees as there were no standard charges to base figures on.	Clerk
F033	To close the meeting to members of the public to allow the following items to be discussed that may contain confidential business. There were no members of the public present.	
F034	To review payments to the cleaner. Item deferred. The minimum wage for the forthcoming year to be obtained.	
F035	To review the salary for the parish clerk and annual performance review. Item deferred.	
F036	To look at the options for a work place pension scheme for employees. It was agreed that a pension scheme be obtained and presented to the committee for consideration.	Clerk

F037	To close the meeting: There being no further business the meeting closed at 7.48pm.	
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Dated: 10th April 2018

Signed: