

BREAGE PARISH COUNCIL

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FINANCE AND GENERAL PURPOSES COMMITTEE PARISH COUNCIL MEETING TO BE HELD IN THE PARISH ROOMS BREAGE ON FRIDAY 16 JULY 2021 AT 3.00 P.M.

To: Members of the Finance & General Purposes Committee:

You are hereby summoned to attend the above meeting.

Due to Covid restrictions please advise the Clerk that you will be attending and have carried out a negative lateral flow test, wear a face mask and adhere to social distancing for your safety and to help to maintain Covid security. Thank you.

To: Members of the Public and Non-committee members of Breage Parish Council

You are hereby invited to attend this meeting.

Breage Parish Council would be grateful if members of the public intending to attend the meetings of the Parish Council would complete a Covid 19 lateral flow test 48 hours prior to the meeting. Please advise the Clerk that you will be attending, wear a face mask and adhere to social distancing for your safety and to help to maintain Covid security.

Non-committee members of the Parish Council please advise the Clerk that you will be attending and have carried out a negative lateral flow test, wear a face mask and adhere to social distancing for your safety and to help to maintain Covid security. Thank you.

You may contact the Parish Clerk on 01326 574781/07767165077 or e-mail breageparishcouncil@btconnect.com

X Carol Macleod

Carol Macleod

Clerk and RFO to Breage Parish Council

AGENDA

Welcome from the Chairman who will explain the reason for the meeting and what the agenda matters involve

1. FIRE EVACUATION PROCEDURE

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. PUBLIC PARTICIPATION

5. TO CONFIRM THE CLERK'S NOTES OF THE ZOOM MEETING OF 29 OCTOBER 2020

6. FINANCES

a) Financial regulations:

4.1 change that RFO can spend up to £250 without authorisation; between £250-£4999, needs 2 members of FGP.

6.8 this must be due for renewal of resolution if regulations amended and adopted 2018.

6.20 any credit card/trade card account opened must appear on the accounts and authorised for payment at the monthly council meetings.

11.1.ii add in computer specialists

b) Risk management:

A(iii) should read "Progress of the actual expenditure against budgeted costs to be taken from account software should be prepared and"

A(iv) has been amended to 5 year contract – don't know what it was before but can agree with this.

A(v) remove Toilets Maintenance, include Lengthsman.

B(iii) 2 substitute members – don't know what it was before but can agree with this.

B(v) should be removed as Praa Sands toilets no longer under BPC control.

B(x) this is correct. should be monthly checks.

C(ii) has been amended from April to October - agree with this.

C(v) has been amended from RFO to Vice Chair - agree with this.

C(vi) checking of play/exercise equipment changed. bus shelters removed. Don't know what it was before but can agree with this.

There is no mention/record of Cemetery Burial Fees. Where are the records?

7. GENERAL PURPOSES

a) Each set of regulations and policies should be standardised : format, logo, font, page nos, adoption date etc.

b) Standing Orders

14 Code of Conduct.. are we still using the Cornwall Code of Conduct ?

19 c - last sentence should be changed from in standing order 18(d) below to 19(d) below.

c) Cemetery Management Plan

18 should be amended from manual to computer system

19 is this necessary ? what H&S ? surely graves would have been checked prior to the funeral.

20 needs to be actioned - H&S Policy for cemetery

Add raise invoices to undertakers

d) Complaints Procedure & Policy - no comments.

e) Data Privacy Policy - no comments

f) Equality & Diversity Policy - no comments

g) Grants Policy & Procedure - no comments

h) Health & Safety Policy

2.2 Responsibilities - should Praa Sands & Carleen keep fit equipment and Ashton Play area be included ?

There is no policy for the cemetery (see the Cemetery Management Plan)

Lone Worker Policy to be included in the Annex

i) Model Publication Scheme

include NDP in the list of publications available.

j) Press & Media Policy - no comments

k) Vexatious Complaint Policy - hard copy is not numbered so difficult to know if the statement "are known to have electronically recorded meetings etc" is under point 3 or point 4.

l) Code of Conduct for Members - no comments

8. BPC INSURANCE POLICY

a) is the keep fit equipment at Praa Sands & Carleen covered ? Sports Equipment says 0

9. RESOLUTION

To resolve that agreed, listed matters be presented as recommendations to Breage Parish Council for action at the meeting on 3 August 2021

10. EXCLUSION OF PRESS AND PUBLIC

To resolve that members of the Press and Public be excluded from the meeting on the grounds that agenda items that have been allocated here from the meeting may be discussed, due to the likely disclosure of exempt information as defined in Part 1, schedule 12A of the Local Government Act 1972