

**Present:** Cllrs S Woollacott, V Bolitho, S Challis, A West, K Cornthwaite and M Fowler

**In Attendance:** Katharine Griffiths (Parish Clerk)

**152/20** **APOLOGIES FOR ABSENCE** were received from Cllr G Baird

**153/20** **DECLARATION OF INTERESTS** None declared.

**154/20** **TO REVIEW THE FINANCIAL REGULATIONS**

The current financial regulations had been compared to the NALC Model 2019 financial regulations. The differences had been highlighted by the clerk and circulated to the committee members.

The highlighted differences were reviewed by the committee.

Section 2.2 - It was noted that the regulations state that bank statements will be signed at full council meetings along side the bank reconciliation. The clerk will bring the statements to full council meetings in future.

Section 1.14 – Shall read “approve any grant or a single commitment in excess of £500;”

The other changes were reviewed and accepted.

**Recommendation** to full council that the updated Financial Regulations are accepted.

**155/20** **TO REVIEW THE PARISH COUNCIL FINANCIAL RISK ASSESSMENT.**

The risk assessment was reviewed and the following updates will be made.

The business continuity and meeting locations will be updated to reflect remote meetings and further emergencies such as the current global pandemic.

The council do not currently have a fire proof safe for the cemetery records. The clerk will obtain prices and report back at the next full council meeting.

Some of the dates in the document need updating.

There are currently two rents received, this will be updated.

Public Liability – Monument testing and safe working practices for grave diggers will be added.

It was agreed that the relevant sections would be updated and a **recommendation** made to full council that the updated version is accepted.

**156/20** **TO REVIEW THE CEMETERY FEES AND CHARGES**

There was a general discussion around the fees and charges.

The clerk provided information that there have been a number of non-parishioner burials over the last few years.

The costs from other local parishes will be obtained so the costs can be compared.

Consideration was also given to current circumstances.

A proposal from Cllr Challis was that the fees would remain unchanged at this current time and further information obtained and amended fees and charges brought to the November finance meeting with the intention of the changes being implemented from the 1<sup>st</sup> April 2021.

**157/20** **TO CONSIDER THE REMAINING BUDGET FOR 2020-2021 AND ANY SPENDING REQUIREMENTS, TO INCLUDE RESERVES AND EARMARKED FUNDS.**

The general budget was reviewed and the following noted.

The Yelverton Grounds Maintenance current budget will not cover the current contract. There is however sufficient funds in the earmarked reserves to cover the short fall this year.

A question was raised as to whether the full amount for the public toilets will be requested from West Devon this year due to the fact that they have been closed for a number of months.

There is a large budget for the Cemetery Extension remaining, Cllr Challis suggested that a realistic expenditure list is drawn up to put the money against.

There is money remaining in the budget for replacing benches, quotes are being obtained for the bench by the Methodist Church Hall.

**158/20** | **TO CONSIDER ANY PROJECTS OR BUDGET REQUESTS FOR 2021-22 PRIOR TO BUDGET SETTING LATER IN THE YEAR.**

There are a number of projects that will need funding in the next financial year.

These include: the Crapstone Bus Shelter, Bike Stands at Yelverton and the trees on the roundabout at Yelverton.

Thanks was given to Ric Cheadle and Martin Fowler for the tree work that has been carried out recently.

**159/20** | **ITEMS FOR THE NEXT AGENDA**

To review the cemetery fees and charges.

**160/20** | **DATE OF FUTURE MEETINGS**

TBC

The meeting closed at 7.55pm

DRAFT