

St John Parish Council Agenda

NOTICE is hereby given that a meeting of the St John Parish Council will be held on Thursday 20th Feb at 7.30pm at St John Village Hall.

1. Apologies for absence.

2. Declarations of interest relating to items on the agenda.

3. Minutes of the previous meeting 5th Dec 2019 .

4. Matters arising from the previous meeting.

4 a 42.19 a 14.19 c 40.18 c 18 f 23.18 a Freathy Noticeboard repair.

4b 43.19 b 14.19 g 40.18 h 35.19 f Freathy Grit bins.

4c 43.19 c 29.19 j 18.19 c Rut on Picture hill.

4d 43.19 e 29.19 l 3.19d Gooseford Lane hedge trimming.

4e 43.19 f 29.19 i 18.19 a Cluster Road Traffic Order update

4f 43.19 g 35.19. Beskins wood signage.

4g 43.19 h 36.19. Freathy Bus shelter.

4 h 43.19 l 34.19. Stile Repair in St John.

4 i 50.19 Donation towards Chris Kennedy memorial.

5. Correspondence.

None.

6. Planning. No change.

Planning Applications St John Parish	2019/20		Application	Application	Comments
			Validated	Approved	
PA19/00214	Sunnycroft	Freathy	27/02/2019	Approved	Certificate of lawfulness
PA19/01577	Cryll	Freathy	01/04/2019	Approved	
PA19/01505	Thistledome	Freathy	29/03/2019	Approved	
PA19/02554	Glen haven	Freathy	11/04/2019	Refused	
PA19/03005	St John Inn	St John	18/04/2019	Approved	
PA19/02526	Lifeguard station	Freathy	22/04/2019	Approved	
PA19/02714	Beau Vale	Freathy	08/04/2019	Approved	
PA19/04986	The Dell	Freathy	14/06/2019	Approved	
PA19/04195	Edgehill	Freathy	04/06/2019	Approved	
PA19/01092	Holly Tree Cottage	St John	14/05/2019	Tree	No Tpo needed
PA19/04369	Tregonhawke Cliff	Freathy	29/05/2019		Certificate of lawfulness
PA19/05229	Bel nor cot	Freathy	26/06/2019	Approved	
PA19/06768	Stone farm	Freathy	16/08/2019	Decided	Approval not required
PA19/06430	Gooseyford Cottage	St John	24/08/2019	Approved	
PA19/09368	Picture Hill	St John	26/09/2019	Tree	
PA19/07029	Alpha Freathy	Freathy	25/09/2019	Approved	
PA19/10222	Thistledome	Freathy	22/11/2019		Non material amendment
PA19/08719	Freathy Solar Farm	Freathy	18//10/2019		

7. Police report.

November 19 – 1 incident near Military Rd – Criminal damage and Arson.

December 19 – no incidents.

8. Policies.

Standing Orders – no change.

Financial Regulations – no change.

Financial Risk Assessment – amendment, See Appendix 1.

9. Finance.

9.a. Items awaiting approval.

Payments to be approved 20 Feb 2020	Cheque no	Gross	Vat	Net
C Allen Clerking Dec 2019	100780	£140.40		£140.40
C Allen Clerking Jan 2020	100781	£140.40		£140.40
Cormac grit bin refill	100782	£259.18	£43.20	£215.98
Total		£539.98		

C Allen Clerking Feb- April subject to invoice.

9.b. Fixed asset register. No change.

St John Parish Council
Asset Register as 20h Feb 2020

Purchase Value

Bus shelter purchased 2008	£3,363
Noticeboard purchased 2016	£1,075
Signage purchased May 2018	£153
Memorial Bollards St John purchased Nov 2018	£1,610
Phone box Freathy purchased Nov 2018	£1,545
Grit bins x 4 purchased pre 2016	£600
Signs purchased 2018	£600
Signs purchased 2018	£410
Road cones purchased 2018	£21
Freathy Noticeboard purchased June 19	£1,140
Road signs purchased Apr 19	£85
TOTAL	£10,602

9.c. Bank Reconciliation.

BANK RECONCILIATION	CHEQUE	Payments	Receipts	Combined Bank balance
Payee and details		Dr	Cr	
Funds bfwd 31/3/2019				£6,362.61
St John Village Hall	100752	£3,000.00		
Cornwall Council	Bacs		3,000.00	£9,362.61
CTS GRANT	Bacs		31.67	£9,394.28
Business Web Solutions	100754	173.00		£9,221.28
Calc	100755	0.00		£9,221.28
C Allen clerking April 2019	100756	154.46		£9,066.82
Zurich Insurance	100757	£245.88		£8,820.94
H Everard signs A-Z	100758	102.00		£8,718.94
Torpoint first responders	100759	300.00		£8,418.94
C Allen clerking May 2019	100760	153.48		£8,265.46
Interest			2.67	£8,268.13
R P Williams noticeboard	100761	1,040.00		£7,228.13
Vat refund			456.87	£7,685.00
All seasons garden	100763	95.00		£7,590.00
J Padmore Audit	100762	60.00		£7,530.00
C Allen clerking June 19	100764	141.75		£7,388.25
K Chapman Freathy phone box	100765	350.10		£7,038.15
C Allen Clerking July 2019	100767	137.70		£6,900.45
British Legion wreath	100768	50.00		£6,850.45
St John Hall rent	100769	100.00		£6,750.45
Calc replacement cheque	100770	198.46		£6,551.99
C Allen Clerking Aug 2019	100771	147.72		£6,404.27
Cornwall Council	Bacs		3,000.00	£9,404.27
CTS GRANT	Bacs		31.66	£9,435.93
Interest			0.96	£9,436.89
C Allen Clerking Sept 2019	100772	136.80		£9,300.09
C Allen Clerking Oct 2019	100773	197.94		£9,102.15
C Allen Clerking Nov 2019	100774	140.40		£8,961.75
Millbrook Pc	100775	20.00		£8,941.75
Business Web Solutions	100776	280.00		£8,661.75
All seasons garden	100777	690.00		£7,971.75
Antony Ict	100778	100.00		£7,871.75
Freathy Youth and social community	100779	20.00		£7,851.75
Interest			0.31	£7,852.06
C Allen Clerking Dec 2019	100780	140.40		£7,711.66
C Allen Clerking Jan 2020	100781	£140.40		£7,571.26
Cormac grit bin refill	100782	£259.18		£7,312.08
Solar grant			3,083.20	£10,395.28

TOTAL		£5,034.69	£6,523.83	
PROFIT / LOSS				£1,489.14
Bank Statement 4/2/2020	Current			£7,108.83
Bank Statement 4/2/2020	Savings			£3,706.03
Uncleared cheques/ Income received				-£419.58

TOTAL FUNDS AVAILABLE 20/2/2020	£10,395.28
Solar benefit funds available 20/2/2020	£3,701.72
PARISH COUNCIL FUNDS AVAILABLE 19th Dec 2019 (Excluding Solar Community benefit fund)	£6,693.56

Highlighted items are uncleared items

9.d. 2019-2020 Payments and Receipts Management Report.

St John Parish Council

RECEIPTS AND PAYMENTS 2019/20 as 14th Feb 2020

2018-19	Including Community Benefit Funding	2019/20	2019/20	
Auditted		Budget	Actual	%
£	RECEIPTS	£	£	
£10,821	Brought Forward	£6,363	£6,363	
£6,000	Precept	£6,000	£6,000	100
£0	LMP footpath	£0	£0	0
£64	CTS Grants	£67	£63	95
£0	Website transparency funding	£0	£0	0
£127	Donation	£0	£0	0
£12	Interest	£0	£4	0
£0	VAT refund	£100	£457	457
£3,083	Community Benefit funding	£3,083	£3,083	100
£9,286		£9,250	£9,607	104
	PAYMENTS			
£444	VAT	£100	£79	79
£1,458	Clerk Salary	£1,500	£1,254	84
£184	Clerking expenses	£200	£177	89
£164	Subscriptions CPD	£175	£184	105
£690	Grass control	£775	£690	89
£6,668	Community benefit projects and donations	£3,704	£0	0
£154	Freathy Bus shelter repair / Phone box/ Noticeboard	£1,450	£1,390	96
£45	Hall Rent	£180	£120	67
£45	Misc (Wreath and grit)	£150	£266	177
£1,010	Replace Road signs in St John	£100	£85	85
£0	Freathy road markings	£1,500	£0	0
£1,610	WW1 Monument	£100	£95	95

£400	Website	£250	£470	188
£60	Audit fee	£70	£60	86
£100	Computer	£100	£100	100
£433	Section 137	£500	£300	60
£244	Insurance	£245	£246	100
£35	Printing Postage and Stationery	£100	£59	59
£13,744	TOTAL	£11,199	£5,575	50
-£4,458	Profit/ (Loss)	-£1,949	£4,033	
£6,363	Cfwd	£4,414		

Represented by:-

Deposit Account Bank statement

£3,706

Current Account bank statement

£7,109

(less O/s cheques/ O/s Income)

-£420

TOTAL

£10,395

Community Benefit Fund

£3,702

Total Funds excluding CB fund

£6,694

Prepared by

Caroline Allen - Responsible Financial Officer

10. Solar Community Benefit Fund.

Note : £ 3,083.20 income has been received from British Renewables.

ST JOHN COMMUNITY FUND REPORT						
as at 20th Feb 2020						
		Receipts	Payments	St John	Freathy	Total
29/01/2016	British Renewables Community Fund	£3,083				
03/01/2017	British Renewables Community Fund	£3,083				
07/10/2016	St John recreation Club Flooring		£500	£500		£500
17/11/2016	Land Registry fee		£12	£12		£12
17/11/2016	Freathy Mgt donation Water tank		£500		£500	£500
16/03/2017	Footpath		£304	£304		£304
16/03/2017	Footpath		£96	£96		£96
16/03/2017	Footpath		£634	£634		£634
16/03/2017	Freathy Oil tank		£1,250		£1,250	£1,250
16/03/2017	Freathy Heating		£750		£750	£750
01/09/2017	St John recreation Club Defibrillator		£1,000	£1,000		£1,000
18/01/2018	British Renewables Community Fund	£3,083				£0
13/10/2018	Freathy Defibrillator		£2,000		£2,000	£2,000
11/01/2019	British Renewables Community Fund	£3,083				£0
25/03/2019	Freathy Fire eq and noticeboard		£1,668		£1,668	£1,668
25/03/2019	St John Village Hall		£3,000	£3,000		£3,000
31/01/2020	British Renewables Community Fund	£3,083				£0
	Total	£15,416	£11,714	£5,546	£6,168	£11,714
	Funds unspent	£3,701.72		£2,162	£1,540	

11. Representation at Community Cluster Network meetings.
12. Dog fouling in St John.
13. Climate change.
14. Drainage in Church lane.
15. Clearing leaves from roads.
16. LMP – footpaths.
17. AOB.
18. Date of next meeting.

Appendix 1.**St John Parish Council Financial Risk Assessment**

St John Parish Council has a normal annual budget of approximately £ 9,500 of which £ 6,000 comes from the precept. And £ 3,083 is paid by British Renewables for community Benefit projects. The Clerk to the Council is the Responsible Financial Officer. The risk assessment sets out to minimise the risks associated with operating the Parish Council Accounts by identifying risks and putting in place measures to minimise those risks.

Hazard	Consequence	Controls
Writing of cheques.	Unauthorised cheques cashed.	Clerk raises cheque. Two signatories (councillors) sign each cheque, initial the cheque stub and or invoice. Clerk to photocopy cheque and attach to invoice. Internal auditor to review annually.
Cheques paid into wrong account.	Theft of parish funds.	Councillors to check payee details against the invoice. Internal auditor to review annually.
Unauthorised invoices raised.	Incorrect bills are paid.	All orders for work are approved by the parish council. A list of all cheques raised are itemised and recorded in the agenda and or minutes. Two councillors to sign each cheque. Standing orders and Financial scheme of delegation is reviewed and approved annually.
Asset Register not updated.	New assets are not recognised in the accounts	Asset register updated by the Clerk when new items are acquired. New items to be minuted at each meeting and items to be added to the Parish Council Insurance policy. Councillors to inspect the register regularly. Internal auditor to review annually.
Cash flow shortage for Parish Council.	Council has insufficient funds to pay its bills.	Clerk prepares timely accounts, forecasting receipts and payments and a bank reconciliation report prior to each meeting. Councillors to review and approve at each meeting. Chairman to sign approved accounts and bank reconciliation reports at each meeting Chairman to review and sign the latest bank statement at each meeting.
Vat not claimed	Loss of revenue to Parish Council.	Clerk to claim Vat annually (minimum £ 100 claim). Internal auditor to review annually.