

## Landewednack Parish Council

Minutes of the Asset Management & Finance Committee Meeting held on Wednesday 25<sup>th</sup> October 2023, 7.30 p.m. at Landewednack Community Primary School

**Present:** Cllrs B Kessell (BK), A Singleton (AS), N Rowe (NR), N Legge (NR), A Lamb (AL).

**In Attendance:** The Clerk

- 23/24 - AMF 1 Election of Chair:** To elect a Chair for the Committee  
It was **Resolved** to elect Cllr A Singleton as Chair
- 23/24 - AMF 2 To receive and accept apologies:**  
All present, no apologies.
- 23/24 - AMF 3 To receive Declarations of Interest:** To receive declarations of personal interest and disclosable pecuniary interest in respect of items of this agenda  
AS Declared personal interest re The Clerk.
- 23/24 - AMF 4 Public Participation:** To receive public comment on items on the agenda. A maximum of ten minutes is allowed for this item.  
There were no members of the Public present.
- 23/24 - AMF 5 Budget Report:** April – October 2023:  
Cllrs went through the budget report in detail and discussed projects undertaken and in progress, and those for which funds are reserved.
- 23/24 - AMF 6 Budget 2023/24:** The Clerk to report on the current budget. Cllrs to consider any recommendations to the Council re changes in the budget.  
The Clerk had prepared a report setting out the projected outturn for the year end. Cllrs went through the report in detail. It was **resolved** to vire funds from Grants to Staff Costs and Office Administration where there have been increased costs due to National salary review and inflation. (AS Abstained).  
The revised current budget to be presented to the Council when considering the budget proposals for 2024/25
- 23/24 –AMF 7 Internal Audit 2023/24:** To consider arrangements for the Internal Audit 2023/24:  
It was **agreed** to re-engage the existing internal auditor for 2023/24, if available.
- 23/24 - AMF 8 Community Infrastructure Levy:** Cllrs discussed the CIL Funds received and anticipated being available and the criteria for their use. Information to be circulated to all Cllrs.
- 23/24 - AMF 9 Bank Accounts and the Investment of Reserves:** The Clerk to report:  
The Clerk reported upon issues arising with the Bank, which are now being resolved with an appointed Complaints Manager. A reasonable proportion of the funds currently in reserve will be spent over the next 12 months, with total annual expenditure in the region of £80,000. It was **agreed** to maintain the existing arrangements until such time as the banking issues have been resolved.
- 23/24 - AMF 10 Toilets:** To consider any action required in 2024/25:  
The Parish Council intends to keep the accessible toilet open from November until the start of new season in 2024 when the full toilet block will reopen. It was **agreed** that ongoing maintenance work will be completed on the main toilet facilities in the meantime. Thanks were expressed to the Plumber and the Electrician for their help during the year.
- 23/24 - AMF 11 Cemetery:** To consider any action required in 2024/25

Signed.....

Date.....

## Landewednack Parish Council

Access to the Lawn Cemetery was poor and enquiries are in progress with the Church Warden to improve this. Any other matters arising will be brought to the full council for approval.

- 23/24 - AMF 12**    **The Green:** To consider outstanding issues relating to the Green and any action required in 2024/25  
A schedule of work for future seasons, as previously agreed by Council continues. The contractor has been on site recently to assess, and recommended work approved by full Council on 12<sup>th</sup> October 2023. The Small Green will be roped off on Sunday 29<sup>th</sup> October to prevent further damage.
- 23/24 - AMF 13**    **Asset Register:** To consider updating the Asset Register:  
Updates to the register continue as new assets are obtained, and old assets decay. This will continue.
- 23/24 - AMF 14**    **Repair and Maintenance Plan 2024/25:** To agree a plan to maintain the Assets on the Register:  
It was **agreed** that the information required for this will be compiled as part of the asset register update and results brought to The Council.
- 23/24 - AMF 15**    **Recreation Ground Trust:** To consider action required in relation to the Recreation Ground Trust:  
Proposed replacement of the Pea Gravel and removal of the fence around the children’s playground – enquiries have been made and the Trust will be inviting tenders. Grants to be investigated.  
The Community Group Christmas Lights are stored in the Small Pavilion concern was expressed about other items being stored there which are not insured.
- 23/24 - AMF 16**    **Budget 2024/25:** To consider a draft budget for 2024/25:  
The Clerk circulated a draft budget, and the Cllrs went through this in detail. It was **Resolved** that the proposed budget, with agreed amendments be presented to Council for consideration in November.
- 23/24 - AMF 17**    **Precept 2024/25:** To consider a proposal to Council re the precept request for 2024/25:  
It was **Resolved** to propose to Council that the precept for 2023/24 remains at £24,500.
- 23/24 - AMF 18**    **Date of Next Meeting:** To be considered:  
February 2023, Clerk to confirm date.

## Part II

**In accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act of 1960 the Press and the Public will be excluded from the meeting when the Council considers Contracts, and legal advice from the Council’s solicitors.**

Signed.....  
Date.....