

LUDGVAN PARISH COUNCIL

Monthly Parish Council Meeting – Wednesday 13th January 2016: 7pm

Agenda

Public Participation Period (if required)

1. **Apologies for absence**
2. **Minutes of the Monthly Parish Council Meeting on Wednesday 9th December 2015**
3. **Co-option of new Member**
4. **Declarations of interest in Items on the Agenda**
5. **Dispensations**
6. **Cornwall Council – Planning Applications - For decision:**
 - (a) [PA15/10353](#) - Crepe Cuisine Ltd Unit 14 Long Rock Industrial Estate Long Rock Penzance Cornwall TR20 8JH - Extension to existing industrial unit. - Mr Ron Inglis.
 - (b) [PA15/11174](#) - 1 Chy-an-mor Long Rock Penzance Cornwall TR20 8HW - Extension to side of house - Ms Alana Bates
 - (c) [PA15/11343](#) - Rosevidney Manor Road Between Lane To Tregilliowe Farm And Gitchell Lane Rosevidney Crowlas TR20 9BX - (Amended Design) Construction of granite double garage and associated works - Mr & Mrs K Whittam
 - (d) [PA15/02365](#) - Land Off Eastern Green Jelbert Way Longrock Cornwall - Redevelopment of land off Eastern Green (Phrase 2) To Provide Two Class A1 Retail Units and Drive-Thru (ClassA3/A5), Car Parking, Access and Associated Works - Consolidated Property Group
 - (e) [PA15/11311](#) - Tregender Barn Tregender Lane Crowlas Penzance Cornwall TR20 8DH - Barn conversion - Mr Hill
 - (f) [PA15/11006](#) - Ludgvan House Lower Quarter Ludgvan Cornwall TR20 8EG - Sub-division of Ludgvan House to create two dwellings - Mr A Perkin
 - (g) [PA15/11007](#) - Ludgvan House Lower Quarter Ludgvan Cornwall TR20 8EG - Listed building consent for internal and external alterations associated with sub-division of Ludgvan House to create two dwellings - Mr A Perkin
 - (h) [PA15/11403](#) - Trefusis Canonstown Hayle Canonstown Cornwall TR27 6ND - Certificate of lawfulness for the existing single storey rear extension to a private dwelling house - Mr Sidney Hosking
 - (i) [PA15/11854](#) - St Ives Holiday Village Lelant Cornwall TR26 3HX - Proposed replacement of 17 holiday lodges - Dr Martyn Fowler
7. **Police Matters**
 - (a) Crime Report December 2015
8. **Comments from Cornwall Councillor - Mr Roy Mann**
9. **Chairman's Report**
 - (a) Councillor Resignation - Peter Vaughan
 - (i) Election of Vice Chair
 - (ii) Committee Membership
 - (iii) Bank Mandate

10. Clerk's Report

- (a) Budget & Precept 2016/17
- (b) Grants
 - (i) Ludgvan & Crowlas Luncheon Club
 - (ii) Cornwall Air Ambulance
- (c) Risk Assessment
- (d) St Erth to Newtown Route Safety Study

11. Finance Report

- (a) Payment Schedule for approval
- (b) Receipts
- (c) Bank Reconciliation
- (d) Budget Monitoring Report

12. Cornwall Council – Planning Decisions Advised to Council - For information;

- (a) PA15/09355 - 2 Tregender Road Crowlas Cornwall TR20 8DN - Raised decking to the west side of the property - Mr D Cartwright - **Approved**
- (b) PA15/09663 - Land Rear Of Treas Lew Gilly Lane Whitecross Cornwall TR20 8BZ - Proposed polytunnel and shed - Mr R Humpleby - **Approved**
- (c) PA15/08454 - Questmap Business Park Phase 1 Poniou Way Long Rock Industrial Estate Long Rock Cornwall TR20 8HX - Variation of conditions 2, (use of units) 4, (Landscape) 7, (Turning Areas) 8, (Parking) 10, (Travel Plan) 11, (Vehicular Access) 17, (Carriageways and footways) 18 (Occupation of dwelling) of planning permission W1/0931348-P dated 09/12/09 (to ensure compliance between original and W1/09-1348-P and secondary planning approvals (PA14/05612)). - Mr Peter Harding - **Approved**
- (d) PA15/08712 - Tregender Farmhouse Tregender Lane Crowlas Cornwall TR20 8DQ - Construction of extensions, alterations, detached garage and associated works - Mr P Elvin - **Approved**
- (e) PA15/10716 - The Meadows Cockwells Penzance Cornwall TR20 8DA - Householder application for the construction of a detached annex to form an artists studio .Increase in height of existing stone wall by insertion of timber privacy screen including increasing the height of the existing entrance gate to match. - Mr And Mrs Gary Long - **Approved**
- (f) PA15/10601 - Hogus House Church Hill Ludgvan Penzance Cornwall TR20 8EZ - Fell 4 Limes and reduce 2 Bay trees - **Approved**
- (g) PA15/10634 - Old Chapel Bungalow Canonstown Hayle Cornwall TR27 6ND - Extension to front - Mr And Mrs J Hutchinson - **Approved**
- (h) PA15/08195 - Land ENE Of Tregilliowe Cottage Crowlas Cornwall - Change of use and conversion of traditional barn to create a self-contained dwelling - Mr B Bryant - **Approved**
- (i) PA15/08832 - Boswase Farm Baldhu Lane Nancledra Penzance Cornwall TR20 8AX - Proposed Polytunnel 12 feet by 35 feet - Mr Gary Cook - **Approved**

13. Other items reported for information only:

- (a) Road Traffic Regulation Act 1984 S.14: Temporary Prohibition of Traffic
Location: Griggs Quay, Hayle
Timing: 11th January 2016 to 29th January 2016 (0730 to 1800 hours)
Contact: S Rose, CORMAC, Tel: 0300 1234 222
- (b) Road Traffic Regulation Act 1984 S.14: Temporary Prohibition of Traffic
Location: Resurfacing, Lelant, St Ives
Timing: 11th January 2016 to 29th January 2016 (1900 to 0700 hours) - rolling phased closures
Contact: Kevin Gilbert, CORMAC, Tel: 0300 1234 222

BUDGET & PRECEPT 2016/17 & FORECASTS FOR 2017/18 & 2018/19

1 Background

- 1.1 The preparation of an annual budget is one of the key statutory tasks undertaken by the council. The budget has three main purposes:
- it results in the council setting the precept for the year;
 - subject to the council's Financial Regulations, it gives the clerk overall authority to make spending commitments in accordance with the plans approved by members; and
 - it provides a basis for monitoring progress during the year by comparing actual spending against planned spending.

2 Process

2.1 *The form that the budget takes:*

- 2.1.1 Members need to be comfortable that the level of detail provided enables them to make an informed decision on the budget that is set. The budget has been prepared at a detailed level.

2.2 *Review of the current year's budget:*

- 2.2.1 A review of the current year is required for three main purposes:
- to identify activities that are being carried out this year that will also be carried out next year and need to be budgeted for;
 - to identify things that are happening in the current year that will not happen next year and do not need to be budgeted for again and
 - to identify items that are not in the current year budget, and need to be added for next year's budget.

Appendix 1 shows spend against the budget to date (Column B) and provides a projection of the year end position(Column C). Overall a surplus of £5,550 is predicted.

2.3 *Determine spending plans:*

- 2.3.1 Having determined what the council wants to spend its money on, the next stage is to work out the costs of its plans. For existing activities, this will require an assessment of likely changes in the level of the activity and the possible impact of wage and price inflation. The prices of new activities will have to be estimated using the best information currently available.

- 2.3.2 The majority of budget heads have remained at current levels or have been amended to reflect the current year's projected outturn.

The major changes are outlined below:

- Allotment costs have been increased to reflect the higher rental income.
- Clerks salary costs have been increased in line with likely nationally agreed pay negotiations.
- The Neighbourhood Planning budget consists of the £8,000 grant funding available, the £4,500 contribution agreed by the Council last year and £3,986 being the amount estimated to be in the Neighbourhood Plan Earmarked Reserve at the end of this financial year.
- The insurance premium has been reduced to reflect the five year deal agreed by Council.
- The Youth Club grant has been retained in the hope it will re-start.
- The Christmas Tree budget has been reduced in line with current year costs on a change of supplier.
- The Maintenance budget has been retained at its current level for 2016/17 but increased in line with the anticipated savings on Long Rock toilets from 2017/18.
- The 'Aggregate Fund' contribution has been left at current levels.
- The budget for Long Rock Toilets has been removed from 2017/18 onwards in

anticipation of private operators taking over the running costs.

- A Green Initiatives budget has been provided from 2016/17 to match the annual contribution received from a wind turbine s106 Agreement situated in the parish.

2.4 *Assess levels of income:*

2.4.1 Careful consideration should be given to budgeted levels of income for the forthcoming year.

The major changes are outlined below:

- Council Tax Support Grant has been reduced in line with advice from Cornwall Council.
- Allotment rents reflect current rent charges recently agreed.
- The Other Grants budget consists of the annual contribution from the wind turbine s106 Agreement and a contribution from Councillor Mann's Community Chest towards the cost of Christmas Trees
- Any Neighbourhood Planning Grant available (£8,000) has been assumed to be claimed next year as it seems unlikely that any will be received in the current year.
- The 'Aggregate Fund' contribution has left at current levels.

2.5 *Bring together spending and income plans:*

2.5.1 For many activities, spending and income decisions will be linked directly – e.g. a council decided to extend the opening hours of a community hall, then it will spend more on heat and light but also generate more income from charges.

However, it is an important stage of the budget process when spending plans are brought together with assessments of income to see how affordable the plans are. When doing this it is usual practice to be more optimistic about spending plans (i.e. to expect that the council will be able to carry out all its plans and spend as intended) and more pessimistic about income levels (i.e. to assume that the council might not be able to generate all the income it hopes to). Affordability will usually be judged by the impact the overall plans will have on the precept. If there is an increase in the council's budgeted net spending for next year over the current year, would this result in an increase in the precept that would be acceptable to the local population as an addition to their council tax?

Appendix 1 shows the proposed budget for the 2016/17 financial year (Column D).

2.5.2 The overall impact of the budget as proposed is to increase the precept by £2,305 which on a Band D property equates to £1.79 or 6.51% per annum. Initial estimates for the 2017/18 and 2018/19 years (Columns E & F Appendix 1) suggest that at current service levels no increase may be necessary. There is a deficit at the end of the 2016/17 of £3,986 which equates to the proposed use of the accumulated Neighbourhood Planning Earmarked Reserve during the year.

2.6 *Provide for contingencies and consider the need for balances:*

2.6.1 Some councils may have absolute certainty in their spending plans for the forthcoming year. However, most councils will have some uncertainty in their plans, perhaps because of general factors such as inflation or changes in interest rates on cash deposits or specific things such as not knowing exactly how much firms will tender for planned work. Before committing itself to its spending plans, the council should review the need for amounts to cover contingencies, in case inflation is higher than expected or works are more costly than was first thought. The amounts added to the budget should not be excessive. Councils might work to the principle that it is better to raise cash from a higher precept and not use it than to set the precept too low, and so run out of cash and run the risk of incurring an unlawful overdraft.

A well-managed council will also look forward beyond the end of the year for which the budget is being set and think about whether there are any substantial commitments that it would be prudent to set aside funds for. For example, if a village hall needed re-roofing in three years time, but the council could not afford the cost from that year's budget. Instead, a

balance could be built up by raising the precept for a proportion of the cost in each of the next three years. A forecast for the two following years has also been provided.

Most councils will therefore budget to carry forward a balance, to cover contingencies or specific spending plans. This means that in setting the budget the council will have to estimate what balance will be brought into the new year, decide what balance it wants to carry forward and charge the difference against the new year's precept.

Un-earmarked reserves should be maintained at a level that ranges from 25% to 100% of gross expenditure dependent upon the risks facing the council.

- 2.6.2 The Council has an effective contingency in that it receives an 'Aggregate Levy' grant of £4,500 each year which it only uses for one-off or emergency expenditures. In addition most of the budget heads are relatively low risk in terms of unexpected expenditure. In addition it is estimated that balances will represent 34% of normal expenditure at the end of the 2015/16 financial year which is towards the lower end of the accepted range, but nonetheless acceptable.
- 2.6.3 The exposure to financial risk can also be mitigated to some extent by providing a fund for the renewal of assets in the future, for example, the IT equipment and cemetery gates. To this end it is suggested that any unspent Aggregate Fund Grant be set aside on an annual basis to fund asset renewals. The grants and contributions received during 2015/16 for 'Paperless Planning' of £700 and the wind turbine s106 contribution of £408 should also be added to new Earmarked Reserves as they were received for either a specific purpose or with restrictions on how they can be spent.
- 7 *Approve the budget:*
- 7.1 Having determined the planned levels of spending, anticipated income and the balances needed to be carried forward for contingencies and future spending plans, the budget needs to be approved. Much of the work preceding this stage has been delegated to the responsible financial officer and the Accounts & Audit Committee members, but the council must approve the finalised budget. Sufficient information has been provided with the budget papers so that members can make a reasonable and informed assessment about the desirability and affordability of the plans for the coming year.
- 7.2 Council Tax Referenda Levels:
Details of the level, if any, at which an increase in council tax at parish level would trigger a referendum has been confirmed to not apply to parish councils in 2016/17.
- 8 *Confirm the precept:*
- 8.1 The important statutory stage of the budget process is confirming the precept that is to be raised on the unitary authority for the area. The law requires that precepts be issued a month before the new financial year starts, i.e. by 1 March. The unitary authority may ask for precepts to be issued by an earlier date to assist their setting and administration of the council tax and will normally provide assistance to local councils to ensure that everything goes smoothly.
- 9 *Review progress against the budget in the coming year:*
Once the budget has been approved, it should be an active tool for managing the council's finances. The well-run council will have the following arrangements in place.
- Progress reports prepared periodically through the year, showing spending and income to date against budgeted amounts. Care should be taken to profile the budget across the year and not necessarily assume, say, that half the budget would have been spent after six months. For instance, a significant element of spending may be grants to local organisations paid at the start of each financial year. There would then be a peak of spending in April that would not be characteristic of the other months of the year. An effective report would therefore contain projections for the full year based on the spend to date and future plans.

- The report is presented at each council meeting in line with Standing Orders. This would provide members either with comfort that the spending plans were proceeding as hoped or with information about areas where spending was higher or lower than anticipated. In the latter case, members will be able to consider the need to amend their expenditure plans (perhaps by switching amounts from one budget heading to another that is overspent – known as ‘virement’), to take steps to increase income, or to make decisions about using the funds that have been saved for contingencies.
- It is good practice to change a budget that is shown by experience to be ineffective. However, changes should only be made with the authorisation of those who approved the original budget.

IT IS RECOMMENDED THAT:-

- a the budget for 2016/17 as shown in appendix 1 Column D be approved;**
- b the precept for 2016/17 be set at £33,244**
- c any unspent Aggregate Fund Grant be added to the asset renewals earmarked reserve**
- d The 'Paperless Planning' grant be added to a new Earmarked Reserve**
- e The wind Turbine s106 contribution be added to a new Earmarked Reserve**

APPENDIX 1		BALANCE B/FWD	22,782						
RECEIPTS		BUDGET 2015/16	ACTUAL TO DATE	PROJECTION 2015/16	2016/17	2017/18	2018/19		
Notes		A	B	C	D	E	F		
Precept		30,939	30,939	30,939	33,244	33,244	33,244		
Council Tax Support Grant		2,518	2,518	2,518	2,436	2,266	2,192		
Bank Interest		5	2	4	4	4	4		
Cemeteries		3,180	2,050	3,180	3,180	3,180	3,180		
Footpath grant		3,200	-	-	3,474	3,474	3,474		
Allotment Rents		1,670	73	1,846	1,800	1,800	1,800		
Other Grants		150	1,108	1,108	558	558	558		
Neighbourhood Planning Grant		3,500	-	-	8,000	-	-		
Aggregate Fund		4,500	-	4,500	4,500	4,500	4,500		
VAT		-	653	653	-	-	-		
TOTAL RECEIPTS		49,662	37,342	48,222	57,196	49,026	48,952		
PAYMENTS									
Allotments		1,500	1,362	1,500	1,800	1,800	1,800		
Footpath maintenance		3,200	2,700	3,474	3,474	3,474	3,474		
Grass Cutting		250	180	250	250	250	250		
Clerk Salary		18,010	14,229	18,010	18,190	18,372	18,739		
Employers NI		1,269	1,124	1,365	1,379	1,451	1,480		
Travel		750	457	750	750	750	750		
Petty Cash/ Office Expenses		1,250	703	1,250	1,250	1,250	1,250		
Advertising		600	-	-	600	600	600		
Neighbourhood Planning		6,000	316	1,300	16,486	2,500	2,500		
Subscriptions		950	902	902	950	950	950		
Insurance		1,000	726	726	750	750	750		
Audit Fees		350	350	350	350	350	350		
Maintenance:		-	-	-	-	-	-		
	Crowlas Cemetery	1,470	1,103	1,470	1,470	1,470	1,470		
	St Pauls Cemetery	1,050	821	1,116	1,120	1,116	1,120		
	St Pauls Amenity Area	682	512	682	682	682	682		
	Churchtown Garden	210	158	210	210	210	210		
	Sextons Duties	120	-	120	120	120	120		
s137 and other Grants		700	320	700	700	700	700		
Youth Club Grant		500	-	-	500	500	500		
Christmas Trees		324	217	217	225	225	225		
Deedstore		20	8	16	16	20	20		
Meeting Room Hire		360	360	360	360	360	360		
Maintenance/Repairs		1,500	372	800	1,500	2,772	2,772		
Aggregate Fund		4,500	-	4,500	4,500	4,500	4,500		
Website:		-	-	-	-	-	-		
	Development	100	-	-	100	100	100		
	Maintenance	725	766	766	770	800	830		
Election Expenses		1,000	-	-	1,000	1,000	1,000		
Long Rock Toilets		1,272	655	1,272	1,272	-	-		
Green Initiatives		-	-	-	408	408	408		
VAT		-	566	566	-	-	-		
TOTAL PAYMENTS		49,662	28,905	42,672	61,182	47,480	47,910		
NET SURPLUS/(DEFICIT)		-	8,437	5,550	(3,986)	1,546	1,042		
BALANCE C/FWD			31,219	28,332	24,346	25,892	26,934		
Taxbase		1,128.99			1,138.97				
Band D		£ 27.40			£ 29.19	£ 29.19	£ 29.19		
RESERVES			% increase		6.51%	0.00%	0.00%		
Repairs & Renewals			6,441	6,441	6,441	6,441	6,441		
NDP			2,786	3,986	-	-	-		
Elections			1,000	2,000	2,000	2,000	2,000		
Computer Equipment Reserve			-	700	-	-	-		
Green Initiatives			-	408	408	408	408		
General			12,555	14,797	15,497	17,043	18,085		
			22,782	28,332	24,346	25,892	26,934		

LUDGVAN PARISH COUNCIL

HEALTH AND SAFETY POLICY STATEMENT

It is the policy of Ludgvan Parish Council to ensure as far as reasonably practicable the health, safety and welfare of all councillors, employees, contractors, tenants, visitors & neighbours considering this to be a responsibility equal to that of any other function. In the maintenance of its cemeteries, the amenity area, footpaths, bridleways and allotments, and the trimming of grassed areas, the Council insists upon the adherence to established safe practices and procedures in order to prevent personal injuries and to achieve a safe and healthy working environment. To this end, it is a part of the Council Risk Management Policy that contractors must have undergone training in the use of the powered equipment they employ and to encourage joint consultation and feedback.

Equally, it is the duty of every employee, contractor & tenant while at work to co-operate with council instructions and directives, to exercise responsibility and care and to do everything possible to prevent injury to him/herself and others.

Ludgvan Parish Council will conduct its activities and discharge its duty of care to all employees, contractors, tenants, visitors and neighbours in compliance with the Health and Safety at Work Act 1974.

All Risk Assessments are subject to Annual Review, or a higher frequency if necessary.

Ludgvan Parish Council Risk Assessment

Version 13: 13th January 2016

In accordance with the Governance and Accountability in Local Councils in England and Wales A Practitioners' Guide 2014 (England).

For each identified area of risk, its impact (I) and its probability (P) are assessed as high (H), medium (M) or low (L) and appropriate management measures specified accordingly.

No	Description of Risk/Hazard	I	P	Management Measures
1	Security, Maintenance & Protection of physical assets: Cemetery store at Crowlas, Notice boards, seats and gates. Office equipment Chain of office	L	M	All Council assets annotated in the Asset register & Reviewed Annually. Property damage included in insurance cover; All located in public open spaces; procedures in place for regular inspections. Retained in clerk's home. <i>Locked</i> storage cabinet at Community Centre Chain of office kept secure in Chairman's home except when used on special occasions.
2	Damage to third party property or individuals arising from council activities	M	L	Public Liability included in insurance cover.
3	Injury to council members or employees arising from council activities	L	L	Employers Liability included in insurance cover.
4	Allotment Sites:	M	L	Regular inspection of allotment sites

No	Description of Risk/Hazard	I	P	Management Measures
5	<p>(a) Injury to tenants & visitors from tenant activities, ie cultivation/gathering of crops</p> <p>(b) Slips/trips/falls.</p> <p>(c) <i>Injuries from contact with barbed wire</i></p> <p>(d) <i>Bee keeping/Attack by bees</i></p> <p>Note; Allotment emergency reporting point co ordinates displayed on allotment main entrances.</p> <p>Loss of cash through theft or dishonesty</p>	L	L	<p>made & recorded; Public Liability included in insurance cover.</p> <p><i>Barbed wire to be padded or removed, prohibited in Tenancy Agreement</i></p> <p><i>Tenant to be accredited member of the Bee Keepers Association. No bee keeping at present</i></p>
6	Integrity of banking arrangements	M	L	<p>All receipts banked promptly; petty cash claimed by clerk if required on a monthly basis.; two Member signatories for all cheques; fidelity guarantee included in insurance cover.</p>
7	Integrity of insurance cover Legal liability as a consequence of asset ownership or activities of council	L	L	<p>Interest earning and current accounts are maintained with Lloyds TSB. Authorised signatories (with specimen signatures) are amended when the composition of the Council changes. Bank mandate approved by Council</p> <p>National Association of Local Councils policy with Zurich; cover and values reviewed on annual renewal.</p> <p>Legal expenses and Libel and Slander included in insurance cover.</p>
8	Integrity of computer held records and documents	H	L	<p>Duplicate backup of relevant files held on separate hard drive. Hard copy of all key documents retained by Clerk. All computer activity protected by the latest Kaspersky Anti-virus software.</p>
9	Archived Records	M	L	<p>Appropriate historical records are transferred to County Records in Truro.</p>
10	Keeping proper financial records in accordance with statutory requirements	L	L	<p>Bank statements regularly reconciled to cash book; all receipts and payments noted, approved by council and recorded in minutes.</p> <p>Monthly Financial Statements produced for Council scrutiny.</p>
	Internal & External Audit.	H	L	<p>(i) Appointment of an independent internal auditor.</p> <p>(ii) Maintenance of an internal system of checks by a Council member.</p> <p>(iii) Preparation of annual accounts and Annual return for submission to</p>

No	Description of Risk/Hazard	I	P	Management Measures
				external auditor.
	Standing Orders/Financial Regulations			Standing Orders & Financial Regulations reviewed on a regular basis (at Annual Council Meeting if not before) in light of statutory requirements and emerging "good practice" (last reviewed September & May 2014 respectively)
11	Ensuring all business activities are within legal powers applicable to the council	H	M	All new projects checked against list of powers; advice would be sought from Cornwall Council Monitoring Officer in cases of doubt. Member of SLCC & NALC.
12	Ensuring that all requirements are met under employment law	M	L	Conditions of employment, contract of employment and job description reviewed and implemented 2013 (on change of employee)
13	Ensuring that all requirements are met under HM Revenue & Customs regulations	M	L	Inland Revenue payroll & NI records maintained, with monthly payments and annual returns delivered on time.
14	Ensuring that all requirements are met under HM Revenue & Customs regulations	M	L	VAT recorded and claimed only on invoices addressed to the council.
15	Ensuring the adequacy of the annual precept within sound budgeting arrangements	M	L	Precept request derived from budget approved by the council following specific discussion of annual requirements, the production of a three year forecast and reviewed charges for fees and services.
16	Monitoring of performance against agreed standards under the Local Maintenance Partnership	M	M	Schedule of work delivered to Cornwall Council; monitored by Footpath officer. Contractor responds effectively to feedback and provides all required documentation.
17	Proper, timely and accurate reporting of council business in the minutes	M	L	Minutes circulated to councillors before next council meeting and verified and/or amended; minutes properly numbered and paginated with a signed master copy kept in safekeeping; backup copies of approved text kept on Council computer.
18	Meeting the laid down timetables when responding to consultation invitation	M	L	Established procedure for dealing with consultation at next council meeting and for planning committee to meet between council meetings when timetable would otherwise be exceeded.
19	Register of Members' Interests and Gifts and Hospitality in place, complete, accurate and up to date.	M	L	All documents retained by clerk, available on website and through Cornwall Council and <i>maintained</i> up to date.

No	Description of Risk/Hazard	I	P	Management Measures
20	Crowlas Cemetery. Danger from falling wall masonry/grave headstones	M	L	Cemetery walls & grave headstones regularly examined & repaired as required. Future control of headstones facilitated by introduction of reinforced beam
21	Crowlas Cemetery areas. Danger of slips/trips/falls.	L	L	Cemetery areas regularly maintained, grass cut & rubbish including leaves removed.
22	Amenity Areas. Slips/falls from steep bank, trips at Church Hill site	M	M	Amenity area opened to public May 2008. Terraced footpaths for pedestrians regularly trimmed, maintained & inspected. Church Hill site regularly maintained.
23	New St Paul's Cemetery. Slips/falls	L	L	Cemetery Consecrated May 2008. Hard standing provided for hearse/coffin bearers. Central tarmac pathway provided for pedestrians. Grass regularly trimmed & leaves etc removed. Cemetery subject to regular inspection. Undertakers to be responsible for grave excavation, spoil disposal & graveside safety. Reinforced beams installed to facilitate fitting & positive retention of headstones.
24	Ludgvan War Memorial. Falling masonry and routine cleaning.	L	L	Memorial subject to regular examination and cleaned/repared as necessary. Cleaning with water /soap and restricted to base areas only.
25	Trees on Council property. Falling tree/ limbs	L	L	All trees subject to regular monitoring. Old trees subject to specialist examination (Sycamore Ludgvan Church Town plot on annual monitoring)
26	Council supplied Christmas trees. Toppling & electrocution from lights	L	L	Hazard warnings displayed on delivery note.
27	Injury to members of the public caused by contractors when on Council business	M	L	Contractors required to have public liability insurance which is inspected by the Council.

I confirm that these Risk Assessments were approved by the Council and recorded as Council Minute on Wednesday 13th January 2016 PCM.

Original Signed

13th January 2016

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R Sargeant Chairman LPC

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Date

FINANCE REPORT

FINANCE REPORT:

DATE: 13 JANUARY 2016

1. Payments for approval:

Ref:	Payee	Description	Cheque No:	Amount
	S Hudson	Salary		1,278.17
		Mileage		33.30
		Phone		3.94
		Home Office		18.00
		Kaspersky Internet Security		24.99
70		TOTAL	2956	1,358.40
	HMRC - PAYE	Employee Tax & NI		222.66
		Employer NI		113.83
71		TOTAL	2957	
		GRAND TOTAL		<u>1,694.89</u>

SIGNED: 13th January 2016

CHAIRMAN

FINANCE REPORT

2. Receipts for information:

Date Banked	Paying in Ref:	Receipt No.	Description	Amount
09/10/2015			Bank Interest	.31
09/11/2015	Direct Credit	21	Bank Interest	.32
09/12/2015			Bank Interest	.31
18/12/2015			Direct Credit	22
18/12/2015	Direct Credit	23	Allotment Rent	27.50
21/12/2015	Direct Credit	24	Allotment Rent	27.50
22/12/2015	Direct Credit	25	Allotment Rent	27.50
30/12/2015	Direct Credit	26	Allotment Rent	55.00
30/12/2015	Direct Credit	27	Allotment Rent	27.50
08/01/2016	500159	28	Burial Fee, St Pauls A26	400.00
08/01/2016	500159	29	Memorial Fee, St Pauls A26	100.00
08/01/2016	500159	30-47	Allotment Rents	495.00
			Total	<u>1,215.94</u>

3. Bank Reconciliation:

CASHBOOK:	
Opening Balance 01/04/2015	22,781.94
Add: Receipts (Nos 1- 27)	37,563.41
Less: Payments (April-December)	28,905.25
Cashbook Total 31/12/2015	<u>31,440.10</u>
BANK BALANCES: 31/12/2015	
Treasurers Account	24,092.32
Interest Account	7,514.78
Less:	
Un-presented Cheques	
2954	167.00
Add:	
Cash in transit	-
	<u>31,440.10</u>

FINANCE REPORT

Budget Monitoring Statement:	BALANCE B/FWD	22,782	%
	BUDGET	ACTUAL	
	2015/16		
RECEIPTS	£	£	
Precept	30,939	30,939	100%
Council Tax Support Grant	2,518	2,518	100%
Bank Interest	5	3	57%
Cemeteries	3,180	2,550	80%
Footpath grant	3,200	-	0%
Allotment Rents	1,670	788	47%
Other Grants	150	1,108	739%
Neighbourhood Planning Grant	3,500	-	0%
Aggregate Fund	4,500	-	0%
VAT	-	653	
TOTAL RECEIPTS	49,662	38,558	
PAYMENTS			
Allotments	1,500	1,362	91%
Footpath maintenance	3,200	2,700	84%
Grass Cutting	250	180	72%
Clerk Salary	18,010	15,730	87%
Employers NI	1,269	1,238	98%
Travel	750	490	65%
Petty Cash/ Office Expenses	1,250	750	60%
Advertising	600	-	0%
Neighbourhood Planning	6,000	316	5%
Subscriptions	950	902	95%
Insurance	1,000	726	73%
Audit Fees	350	350	100%
Maintenance:	-		
Crowlas Cemetery	1,470	1,103	75%
St Pauls Cemetery	1,050	821	78%
St Pauls Amenity Area	682	512	75%
Churchtown Garden	210	158	75%
Sextons Duties	120	-	0%
s137 and other Grants	700	320	46%
Youth Club Grant	500	-	0%
Christmas Trees	324	217	67%
Deedstore	20	8	38%
Meeting Room Hire	360	360	100%
Maintenance/Repairs	1,500	372	25%
Aggregate Fund	4,500	-	0%
Website:	-		
Development	100	-	0%
Maintenance	725	766	106%
Election Expenses	1,000	-	0%
Long Rock Toilets	1,272	655	52%
VAT	-	566	
TOTAL PAYMENTS	49,662	30,600	
NET SURPLUS/(DEFICIT)			
	-	7,958	
BALANCE C/FWD		30,740	