

**St Breward Parish Council 2017/18**  
**Minutes of the Extraordinary Council meeting for**  
**Wednesday 26<sup>th</sup> September 2018**  
**Held in St Breward Institute & War Memorial Hall starting at 7:30pm**

1. Parish Councillors Present: Joe Kay, Veronica Stansfield, Ben Fairman, David Poxon, Darren Wills, Denis Lusby, Patrick Lucas, David Cornelius  
Unitary Authority Councillor Present: Dominic Fairman  
Clerk to the Parish Council: Anita Cornelius  
Members of the Public Present: Mrs Hanscomb

Agenda	Minutes	Action req'd/Person responsible
2) Public concerns and issues raised prior to start of the PC meeting	None	
3) Apologies	Stephen Nankivell	
4) Declaration of members registerable, non-registerable and disclosable pecuniary interests (in accordance with Part 3, 5A & 5B Code of Conduct)	DL – item 6 as one of the contractors providing a quote for the erection of the signposts is his son & item 10 as he is currently employing one of the contractors who submitted a quote to undertake some work at his home BF – non registerable interest re: item 6 – as BF has granite stone that could be purchased by the PC for this project if required	
5) The Parish Council will consider and resolve , due to confidential nature of the business to be transacted, if the public's exclusion is required, and give reasons for their exclusion.	Considered and not required at this stage of the meeting.	
6) The PC will look at the LEADER application form for the FP 13 project prior to the deadline of 30 <sup>th</sup> September	The PC reviewed the grant application after DL had set the context of the progress made since the 4 <sup>th</sup> September PC meeting. VS had offered support to DL in the initial completion and 3 written quotes had been received by contractors, by the agreed extension date of 7 <sup>th</sup> September. The grant will include the installation of 2 new notice boards at Hill and Churchtown – replacing and improving the existing boards. DL explained that the PC needed to determine the preferred contractor for the grant application and needed to note that should the PC accept the dearest quote – the PC would have to contribute the shortfall between the cheapest and the dearest. The PC is expected to make a 10% contribution to the scheme. Submission has to be made by 12midnight on 30 <sup>th</sup> September.	
7) The Parish Council will review their general and earmarked reserves and confirm the % funding available from the Parish Council to support the FP13 project	The PC reviewed the paper prepared by the Clerk concerning general and earmarked reserves for 2018/19. The PC noted that at present they have an earmarked reserve for FP 13 - £5000. The PC resolved to accept all general and earmarked reserves and the recommendations in the paper, proposed by DP, seconded by JK – all in favour: 1) St Breward Parish Council confirmed expenditure in 2017/18 for earmarked reserves and noted their new	

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	<p>balances:  The PC determined that these balances remain at present</p> <ul style="list-style-type: none"> <li>i. Public Conveniences: £4294.34 - £80 = <b>£4214.34</b></li> <li>ii. Play Areas: £5000 - £80 = <b>£4920</b></li> <li>iii. Notice boards/Seats etc: £1500 - £950 = <b>£550</b></li> <li>iv. Election Costs: £2500 - £232.42 = <b>£2267.42</b></li> </ul> <p>2) St Breward Parish Council acknowledges that Footpath 13 requires some maintenance work and investment – the PC resolved to add the surplus of £760.44 to the FP 13 project – new balance is <b>£5760.44</b></p> <p>3) St Breward Parish Council acknowledges that best practice guidelines advise that the general reserve which should be held usually lie within the range of three to twelve months gross expenditure. During 2017/18 the gross expenditure was £17061.22. This equates to £1421.76/month. Based on this expenditure in 2017/18 the General Reserve recommendation for St Breward Parish Council should be between £4265.30 - £17061.22. The current general reserves stand at £3465.69. The PC accepted this position and will make further consideration when budget planning for 2018/19 in November.</p>	
<p>8) The Parish Council will review all supporting documents to accompany the grant application and agree their inclusion/content</p>	<p>The Parish Council noted all supporting documents to accompany the grant application and those left to obtain. The Parish Council supported all to be included in application.</p>	
<p>9) The Parish Council will consider and resolve , due to confidential nature of the business to be transacted, if the public's exclusion is required, and give reasons for their exclusion.</p>	<p>The PC resolved to exclude the public at this stage of the meeting due to the confidential nature of the business to be transacted in reviewing the 3 quotes from contractors.  Mrs Hanscomb left the room.  Councillor Lusby left the room due to declared interest.  Councillor B Fairman assumed position of Chair at this stage.</p>	
<p>10)The Parish Council will review all tender applications and determine/appoint their preferred contractor</p>	<p>The PC reviewed all tender applications and supporting information against the grant application process and original specification. The PC determined their 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice and agreed that this must remain confidential at this stage until grant application outcome is known.  Mrs Hanscomb and DL rejoined the meeting</p>	
<p>11) The Parish Council will consider and determine the inclusion of renewing the notice boards at Hill and Churchtown as part of this scheme, in order to publicise progress and funding sources.</p>	<p>DL resumed the chair.  The PC resolved to include 2 new notice boards within this scheme., and noted their projected costs.</p>	
<p>12) The Parish Council will review all financial implications and risks associated with this project and agree a risk assessment plan</p>	<p>The PC reviewed its financial situation and confirmed its previously agreed 10% contribution to the scheme, as well as acknowledging that the PC would have to contribute the shortfall between the cheapest and the dearest. The PC reviewed the risks associated with this project on the grant application form.</p>	

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To agree matters for the next meeting	FP 13 project & consideration of loan request to CC prior to completion of project Ratification of Equality & Diversity Policy	
Date & time of next meeting	Tuesday 2 <sup>nd</sup> October 7pm Institute & War Memorial Hall. Meeting closed at 20:45hrs	