

## **Minutes of the Finance Committee of St Just in Roseland Parish Council held on 28<sup>th</sup> July 2025 at 5.30pm.**

Councillors Present: R Baylis (Chairman of Finance Committee), \*R.Giles, A.Fordham, P. Hare-Scott, P Salter, K Warren.

Other Councillors Present: none

Also present: H Couch - Parish Clerk & R Fordham – Parish Administrator

Cllr Baylis welcomed everyone to the Finance meeting of St Just in Roseland Parish Council.

### **1. To accept apologies for absence – Cllr Marchant**

As this was the first committee meeting of the Finance Committee, Cllr Salter proposed that Cllr Baylis continue as Chair of the Finance Committee, which was seconded by Cllr Hare-Scott. All agreed by a show of hands.

### **2. Declaration of Interest:**

- a) Disclosable Pecuniary Interest – Cllr Fordham – Anything relating to business reserved parking
- b) Non-Registerable Interest – None declared.
- c) Of gifts to the value of more than £25 - None declared
- d) To consider requests for dispensation on items on the agenda – None declared

### **3. Public Participation – none**

### **4. Confirmation of the minutes of the Finance Committee held on 2<sup>nd</sup> June 2025**

The Council **RESOLVED**, by a show of hands by those who had attended the said meetings be approved. All in favour and they were duly signed by the Chairman.

Matters arising - none

Cllr Giles entered the meeting.

### **5. To discuss the Internal Auditor's report for 2025/2026**

A discussion took place regarding our current level of earmarked reserves, and it was agreed to realign them per the internal auditors' recommendations. Clerk to action.

### **6. To discuss the financial report for the first three months and 2025/2026 financial year**

A discussion took place in which the Clerk explained that actual figures were now available for some of the items in the budget. As a result, a proposal was suggested to realign the budget to take these changes into account.

### **7. To agree timetable for financial policies review over the next few months**

We currently have the following policies that fall under the remit of finance committee.

	Date Last Reviewed	Next Review – unless informed of change by Association of Local Councils
Financial Regulations		Now
Grant Policy & Application Form	01/04/2022	Now
Internal Audit Policy & Procedure	2021	Now
Investment Policy	07/10/2024	October 2026
Risk Assessment Schedule	07/10/2024	October 2026

The Clerk is to arrange a meeting with Cllr Andrew and Cllr Baylis to finalise the Financial Regulations before the full parish council meeting in September, at which they can be adopted.

Clerk to send out the Grant Policy, application form and internal audit policy and procedure with the minutes.

This will be an agenda item at the next finance meeting.

### **8. To discuss and grant applications received**

The clerk reported that an enquiry had been made to part-fund children from St Mawes School to go to London in the next academic year. It was agreed that an application form should be filled out and obtain information about the number of possible children, Clerk to action.

### **9. Any other business that the Chairman considers to be of urgency**

It was agreed that the precept should be agreed at the finance meeting planned for the 27<sup>th</sup> October 2025, after viewing the six-monthly figures.

**There being no further business, the meeting closed at 6.10pm**

**Signed as a true record.....Chairman Cllr. R Baylis**

**Dated .....**