



Millbrook Parish Council
Minutes of Finance Committee meeting
Thursday 18th November 2021 @ 7:00pm

Councillors present: Cllrs Roberts, Lewis, Meeson.

In attendance: Mrs K Heald, Parish Clerk

1. Elect a Chair for the meeting

It was proposed by Cllr Meeson and seconded by Cllr Lewis that Cllr Roberts is elected as Chair of the meeting. Councillor Roberts recommended that at a later date the Terms of Reference are reviewed and a standing chair for the Finance Committee is appointed.

2. Public Forum

None present

3. Apologies for absence

Apologies received from Cllr Wood and Cllr Beadnall

4. Declaration of interests, gifts & dispensations if required

None

5. To recommend to the full council the appointment of the internal auditor

The Clerk provided a list of the scale of charges for Julie Snooks, who provided the Council's Internal Audit service for 2020-21.

It was proposed by Cllr Lewis, seconded by Cllr Roberts and supported by Cllr Meeson that the Committee agrees to recommend the reappointment of Julie Snooks as the Council's Internal Auditor. **Resolved.**

6. To consider recommending to the full council that a consultation is carried out in relation to the car park fees in West Street car park.

The committee discussed the variance in car park fees in Millbrook West Street car park compared to Kingsand and Cawsand car parks. The clerk advised she had received reports from parishioners that holidaymakers who have been staying in Kingsand / Cawsand have been known to use Millbrook car park, have lifts from holiday makers and return to top up their tickets in the morning. To consider increasing car park fees would require a statutory consultation process.

Recommended actions:

- i. Clerk to compile a list comparing the fees in Skinner's car park, Kingsand (privately owned), Cawsand Car park (Cornwall owned) and West Street car park.
- ii. Clerk to investigate the process required for a statutory consultation and obtain costs.
- iii. Committee to recommend seasonal charges (one set of fees for the summer period and another for winter).
- iv. Removal of fees for blue badge holders.

7. To review the Clerk's finance reports and to consider recommendations to the full council in respect of the budget and precept submission for 2022-23.

The committee went through the budget lines.

The Clerk said now the Council has adopted General Power of Competence (GPC) in 2022-23 Section 137 should not be used and a new budget line created.

Cllr Meeson queried the traffic and transport reserves. It was agreed following the Hounster Hill Feasibility the Council will have a better indication on what was required for traffic and transport costs. ⁱ

Recommendation: The Council's earmarked reserves are reviewed in six months.

Approved during the Full Council meeting held on 18th November 2021

The Clerk highlighted that as the taxbaseⁱⁱ has increased there is scope to increase the precept. The Clerk showed the calculation provided by Cornwall Council showing the precept divided by the taxbase resulting in the Parish Council Tax Charge for Band D properties.ⁱⁱⁱ

A precept of £106,250 would result in an increase 1.94%. Cllr Meeson highlighted the current inflation is 5% so in real terms this is a reduction in the Parish Council Tax Charge. It was proposed by Cllr Roberts, , seconded by Cllr Lewis and agreed by Cllr Meeson that the figures as adjusted in the meeting and the proposed precept of £106,250 be recommended to the full council. **Resolved.**

Meeting closed at 20:10.

i Traffic and transport reserves and expenditure

	18-19	15000		
	19-20	15000		
	20-21	15000		
			45000	
Topographical survey			-895	
Tanyard Feasibility Study			-3500	
Traffic & Transport reserves balance for 2020-21				40605
Allocated from precept	2021-22	15000		
Hounster Hill Feasibility Study			-10628	
			4372	

ii. **Taxbase definition:** The Council Tax Base is defined as the number of Band D equivalent properties. in a local authority's area.

iii. Year on year variance

Year	% increase	Total Precept £	Council Tax Base	Band D Council Tax	Increase / decrease for Band D	Increase/ decrease per month
2022-23 (A)	0.00%	£104,185	741.13	£140.58	-£1.58	-£0.13
2022-23 (B)	1.94%	£106,250	741.13	£143.36	-£0.33	-£0.03
2021-22	-0.08%	£104,185	725.05	£143.69	£1.53	£0.13
2020-21	0.61%	£104,266	733.47	£142.16	£0.47	£0.04
2019-20	3.95%	£103,627	731.36	£141.69	£6.55	£0.55
2018-19	24.30%	£99,538	736.54	£135.14	£30.90	£2.58
2017-18	8.27%	£75,355	722.89	£104.24	£6.32	£0.53
2016-17		£69,123	705.92	£97.92		