Minutes of Millbrook Parish Council Finance Committee meeting held on 5th October 2026 at 6:30pm
Venue: The Balcony Room, Millbrook Village Hall

Councillors present: Cllr S Lewis (Chair), D Moorey, J Elworthy, S Woffenden and H. Wood.

In attendance: K Heald, Parish Clerk / RFO

1. **To receive apologies for absence.**
   None

2. **To receive declarations of members gifts and declarations of interest relating to matters on the agenda, and to consider any requests for dispensations, in accordance with the Council's Code of Conduct.**
   None

3. **Public forum**
   No members of the public present

4. **Budget and forecasting**
   To review the Parish Clerk / RFO's budget monitoring report and to put forward recommendations for inflationary percentage increases and any additional anticipated costs for consideration for the 2027-28.

   Cllr S Lewis thanked the Clerk for a comprehensive report.
   Cllr S Lewis highlighted the rise in fuel costs which the Council will need to take into account when preparing the budget for next year.

   The committee sent through the following raised in the Clerk's report.

   i. **Public toilets**
      The Clerk showed photographs of the deteriorating paintwork (mainly from inside the public toilets).
      The committee discussed utilising HMS Raleigh trainees to remove the paintwork.
      Action: For budgetary purposes the Parish Clerk will locate the previous invoice. Quotations to be sought in March / April next year for repainting of the public toilets (if the Raleigh Trainees are available, quotations would exclude removing the paintwork).
   ii. **Play Park – loose surfacing by the gate.**
      It was noted a quotation had been received and will be taken to the October meeting for approval.
   iii. **Tennis courts**
      Action: Contact HMS Raleigh check availability to cut back a couple of feet all around the court. The trainees could also be asked to cut back Landers Lane (and other lanes from Newport Street)
   iv. **Greenland Car Park Height barrier**
      The Clerk highlighted the condition of the height barrier in Greenland Car Park and raised concerns that a few years ago this barrier was raised higher, the height allows a lot of larger vehiclesto fit underneath it and the condition is worse than the other barriers.
      Action: Obtain quotes to lower the height barrier down. Include within the budget a figure of £2,500 under Traffic & Transport reserves.
      Proposed Cllr H Wood. Seconded Cllr J Elworthy. Unanimous.

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v. **Recreation area**
Not discussed in the meeting but the Clerk's report highlighted the uneven path alongside from the tennis courts to the play park entrance.

vi. **Disabled parking in Millbrook Village Hall**
Quotation received £3,082 for two disabled parking bays or £2510 for one disabled parking space. Action: Disabled Parking Bay to be included on the agenda for the next Council meeting. Recommendation that the Council accepts the quotation for £3,082. Funds to be covered from Traffic & Transport reserves.
Proposed Cllr H Wood. Seconded Cllr J Elworthy. Unanimous.

vii. **Plants and trees**
Cemetery: Fallen branches of the Cypress trees within the new cemetery: A parishioner had emailed the Council regarding concern over fallen branches. The Clerk details of a quotation received from a tree surgeon (other contractors had been approached). ' I've just had a look at the tree in the cemetery. To remove the broken branches will be £120 + vat. I would recommend a trim back and tidy of both trees to help prevent further branch failure. If you decide that this might be something that you want to do ,then this would be £250 + vat including the broken branches.'
The committee resolved to accept the quotation of £250.00 and for works to proceed as soon as possible. Proposed Cllr J Elworthy. Seconded Cllr S Lewis. Unanimous.
Recreation area – Junior football field
Tree survey recommendation: The western tree in group G1294 has a decay fungal bracket at its base. It is in my professional opinion that there is likely to be sufficient sound (non-decayed) wood to continue supporting a full crown at this stage. However, this should be better confirmed with a detail assessment and a 3-d tomograph within the next 2-years. Wood properties of poplar species are generally weak, and decay is likely to spread further into the tree. The council should consider budgeting for either a detailed assessment or removal. Action: A quotation has been sought for a detail assessment. Clerk to chase and source additional quotations.
Tractor Park
Findings from the report noted. Action: Clerk to highlight the findings.
Notice in newly located noticeboard to clearly state during extreme weather conditions members of the public enter at their own risk.
Meeting to take place regarding the Tree Management Plan. Council needs to be conscious of what is planted and where it is planted.
The committee **resolved** to increase the budget for 2027-28 for trees and planting from £3,500 to £8,500.
Proposed Cllr S Woffenden. Cllr J Elworthy. Unanimous.

viii. **Budget 2027-28: Insurance**
The committee resolved to allocate a budget of £2,500 for insurance.
Proposed Cllr H Wood. Seconded Cllr D Moorey. Unanimous.

ix. **Budget 2027-28: Staffing costs**
The Council **resolved** to allocate an increase of 3.30% on budgeted staffing costs.

x. **Next finance committee meeting**
To be arranged in December but possibly the first week in January. Action: In previous years the Parish Council has requested an extension from Cornwall Council for the submission of the precept. Details of tax base are sent from Cornwall Council in December. Parish Council formally approves the Finance Committees recommendation for the budget for the following year and precept submission.

5. Parish Council newsletter
The committee agreed, in order to support businesses, the advertising prices should remain the same as last year.

- £30 including VAT for 65mm x 45mm (approx.) landscape format including image and text (slightly smaller than a standard business card).
- £60 including VAT for 65mm x 90mm portrait format including image and text (twice the size of a standard business card).

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- £120 including VAT 130mm x 90mm Landscape format including image and text (Half a A5 page / size of the booklet)

6. Cemetery fees

The committee **resolved** to recommend an increase in the cemetery fees as detailed below:

Burial management cost for residents	**Current fees**	**Proposed**
Burial fees	£500.00	£600.00
Exclusive Right of Burial fees (per plot)	£137.50	£150.00
Interment of ashes in a grave	£137.50	£150.00
Monument permit fees		
Name on a grave plate	£ 82.50	£ 90.00
Additional inscription on a name plate (Note: fee reduced as permit already exists, but fee covers admin costs)	£ 82.50	£ 40.00
Headstone on grave	£ 82.50	£ 90.00
Kerb around a headstone	£ 82.50	£ 90.00

Burial management cost for non-residents	**Current fees**	**Proposed revised fees**
Burial fees	£600.00	£700.00
Exclusive Right of Burial fees (per plot)	£150.00	£200.00
Interment of ashes in a grave	£150.50	£200.00
Monument permit fees		
Name on a grave plate	£100.00	£150.00
Additional inscription on a name plate (Note: fee reduced as permit already exists, but fee covers admin costs)	£ 40.00	£ 50.00
Headstone on grave	£100.00	£150.00
Kerb around a headstone	£100.00	£150.00

Extract from cemetery regulations: 4.4 – 'A Resident is defined as somebody who, immediately prior to their death, was a resident of the area, or who lived in the area for over ten years and moved out of the area less than 24 months before their death. Somebody who moved from the area to receive residential care more than 24 months before their death would still qualify as a resident if they had lived in the area for more than five years immediately prior to their moving into residential care.'
Proposed Cllr J Elworthy. Seconded Cllr S Lewis. Unanimous.

7. Internal auditor

The committee resolved to recommend to the Full Council the continuation of Julie Snooks as the Parish Council's Internal Auditor.
Proposed Cllr S Lewis. Seconded Cllr S Woffenden. Unanimous.

8 Asset register

The committee reviewed the Council's Asset Register, as presented by the Clerk. There were no proposed amendments.

The meeting closed at 19:22hrs

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