



The minutes of the Finance and Staffing committee meeting **Friday 19th July 2024 – Town Hall at 10:00am**

1. **To Appoint a new Committee Chair:** Moved to next meeting due to Cllr Ginger and Cllr Scawn not being present. Cllr Rotchell to chair this meeting.
2. **To note Councillors present:** *Councillors:* M Coombes, R Rotchell (Town Mayor), E Grigg
3. **To receive Apologies for absence with reasons**
Cllr Ginger- Work commitments - Cllr Scawn – personal.
Proposed: Cllr Coombes Seconded: Cllr Grigg
4. **To receive Declarations of Interest & Approve Dispensations**
None
5. **Public question time** (15 minutes allowed for this) OCM café tenant spoke around his plans regarding the future of the café.
6. **To receive and approve the Minutes of Finance & Staffing 3rd May 2024**
Proposed: Cllr Coombes Seconded: Cllr Grigg
7. **To receive Clerk's report inc. Q1 budget to expenditure**
Reviewed and discussed Q1 budget to expenditure report. Two cost codes over budget for the quarter, the first being "Community" due to the 4 days of fun event taking place in Q1, the majority of the annual budget is spent in Q1 so this is to be expected. Still well within the budget for the year. The other cost code over budget for Q1 being "administration" with staff salaries being the main contributor. The overspend is due to a mandatory secondary pension payment of £2500 which was not budgeted for, along with the staff overtime accrued during the four days on fun events.
8. **Agenda Items**
 - a. **To set** internal control rota – Clerk to set internal control rota
 - b. **To resolve** on Grant application from friends of Lanteglos Church.
It was proposed to approve the grant application of £500
Proposed: Cllr Coombes Seconded: Cllr Grigg
 - c. **To note** CCLA deposit account error resolved.
 - d. **To discuss** Christmas Opening hours- Christmas opening- early closure at 2pm on Tuesday 24th December, to reopen on Thursday 2nd January.

Signed:

Date:

29-10-24.

b.

[REDACTED]

c.

[REDACTED]

d.

[REDACTED]

10.

Items, time and date for next meeting.
Tuesday 29th October 7pm

Signed:

[Signature]

Date:

29.10.24.