Minutes – Finance & Operations Committee

Minutes of the meeting held at 7pm on Monday 31st July 2023 at the Parish Council Offices, Chyanhale, Ponsmere Valley, Perranporth, TR6 0DB

Present: Cllrs Arthur, Bowers, Byfield, Gaisford, Higgins, White and Wyn Jones.

In attendance: Tatiana Cant (Clerk), Susan Brooks (Admin Officer), Rebecca Harrod (Finance Officer), Cllrs Boston and Trevethan.

Public Participation
There were no members of the public present.

089/23/F&O Apologies
No apologies for absence were received.

090/23/F&O Declarations of Interest and Dispensations Granted
No declarations of interest were received and no dispensations had been granted.

091/23/F&O Minutes of the Last Meeting
Members approved the minutes of the last meeting on 3rd July as a true and accurate record.

092/23/F&O Car Park Ticket Machines
A quote for the purchase and installation of two solar powered parking ticket machines was awaited.

093/23/F&O Car Park Financial Report
The report was not available as the Finance Officer had been busy with a number of pressing priorities including counting car park cash. The report would be presented at the next Full Council meeting.

094/23/F&O Adoption and Review of Policies
Members reviewed the policies and unanimously AGREED to approve them with no amendments:

a) Events Policy & Procedures
b) Filming & Photography Policy & Procedures
c) Social Media Policy

095/23/F&O Timetable for Reviewing the Precept and Budget
It was AGREED that a management report of expenditure against budget would be presented to each committee at the end of Quarter 2 in October. All committees would start to prepare their budgets ready for Full Council agreement of budget for 2024-25 and precept request.

096/23/F&O Committee Strategic Objectives
Members reviewed the drafted strategic objectives and agreed to ensure reference was included: to maximise the potential and expand the commercial offer of the council's commercial property portfolio. It was AGREED that quarterly surgeries would be removed from point 7 and also that newsletters would be regular but not necessarily monthly.

097/23/F&O Items of Correspondence from the Clerk
No additional relevant correspondence had been received.

098/23/F&O Date of Next Meeting
Members noted the date of the next meeting: Tuesday 4th September.

099/23/F&O Confidential Session
Members AGREED to exclude members of the public and press due to the confidential nature of the items to be discussed.

CONFIDENTIAL SESSION

100/23/F&O Standard Operating Procedure for Managing Car Park Ticket Machines
It was reported that G4S had been contacted and it was estimated that they would be able to take over emptying the car park machines in 4-6 weeks. It was AGREED that the Standard Operating Policy would be adopted and followed in the meantime and, in times of short staffing, 1 officer could be substituted by a councillor if necessary. Cllrs Arthur, Boston, Bowers and Wyn Jones offered to help with counting and banking monies.

101/23/F&O Watering Hole Arrangements
It had been requested, at the last meeting, that a site survey of the Watering Hole was carried out by the Property Manager. The Admin Officer would contact the Property Manager to follow this up and seek further information.

102/23/F&O Unit 6, Cligga
Following a discussion, it was AGREED that the tender from Simon Grant for building work at Unit 6, Cligga, would be accepted, subject to ratification at the next Full Council meeting, and that a start date would be established. It was also AGREED that a Project Manager would be required to oversee the building work and that the existing Chartered Surveyor should be contacted in relation to this.

In response to a query regarding who would be project managing the Bolenna building works, Cllr Boston confirmed that she would be undertaking this.

103/23/F&O Asbestos Survey for the Hangar
It was noted that the asbestos survey carried out had indicated that the hangar building was 'low risk'. It was AGREED that the Property Manager would be contacted to ascertain whose responsibility it would be to continue to monitor this.

104/23/F&O Purchase of Land for Allotments
The Parish Council had a duty to provide allotments and a potential site had been located. A discussion took place regarding the location, quality of the land, access, planning permission, possible water supply options, parking, size of the plot, costs involved to prepare the site, regulations, staffing requirements for site management procedures, health & welfare benefits for the community, the possibility of incorporating a community orchard and selling/renting out any part of the land not used.

A recorded vote was taken on the proposal "to make an offer of £250,000.00 as a best and final offer". Members voted 5 in favour (AB, PG, SA, BB, LH) and 1 against (FW) with 1 abstention (GWJ).

It was AGREED that the Finance officer would make the offer by email and, if successful, investigations should be made regarding any planning implications. It was also AGREED that a plan should be made for use of the whole site and that the Staffing Committee would need to consider the staffing requirements for management of the site. The proposal would be taken to the next Full Council meeting for ratification and Cllr Bowers would set up a working group.

There being no further business the Chairman closed the meeting at 9.10pm.

Signed …… Date: 4th September 2023