



Minutes – Finance & Operations Committee

Minutes of the meeting held on Monday 1st July 2019 at 7pm in the Council Chamber, Chyanhale, Ponsmere Valley, Perranporth, TR6 0DB

Present: Cllrs Arthur, Byfield, Higgins, Hill, White and Yeo

In attendance: Cllr Rogers, Tatiana Cant (Parish Clerk) and Rebecca Harrod (Finance Officer)

The Clerk opened the meeting of the newly formed committee and called for nominations for Committee Chairman.

001/19/F&O Election of Chairman

Cllr Byfield was nominated, seconded and duly elected to the position of Chairman.

Cllr Byfield took the Chair.

002/19/F&O Election of Vice Chairman

Cllr White was nominated, seconded and duly elected to the position of Vice Chairman.

003/19/F&O Apologies

Apologies had been received and were accepted from Cllr Crewes who had a work commitment.

004/19/F&O Declarations of interest and dispensations granted

There were no declarations of interest and no dispensations had been granted.

005/19/F&O Terms of Reference

It was agreed that the membership of the committee would be those members identified at the last Full Council meeting and that committee meetings would be held on the first Monday of every month unless there was insufficient business to warrant the convening of a meeting. It was agreed that the committee would transact business relating to the following areas: finances, leases and licences, insurance and legal, asset management, policies, car parks, property, library and Civic Building project. The Terms of Reference document would be drafted for approval at the next Committee meeting.

ACTION: Draft Committee Terms of Reference: Clerk

006/19/F&O Welcome new Finance Officer

The Chairman welcomed Rebecca Harrod, the newly appointed Finance Officer to the Committee. She would be attending Committee meetings regularly and also have input into the development work for the new Civic Building.

007/19/F&O Installation of RBS Financial Software

It was reported that the new RBS financial software was to be installed in the first week of July and that this would be a 4-day operation to include training mainly for the Finance Officer. It was further noted that an Internal Audit visit would be arranged in the autumn by the newly appointed auditor, Steve Hudson.

00819/F&O Organisational Chart

Members noted the drafted organisational chart and identified minor amendments. The final version would be presented to Full Council. There were now 11 members of staff covering the office, library and beach. It was also noted that further

recruitment may be required to improve the bin emptying and street cleaning arrangements and this could also include a handyman role but any proposals would need further exploration.

009/19/F&O Tunes in the Dunes

A number of operational difficulties had been reported relating to the recent Tunes in the Dunes event. The agreement had also been received too late and there were health and safety issues relating to the compound and debris after the event.

010/19/F&O Cligga units lease arrangements

Units 2 & 3 – The tenant had requested use of an extended area. It was agreed that this should be a free standing structure which could be removed in the future with a new 6 year lease subject to planning permission. Simon Dowling to negotiate and the Council to agree the design with the structure to revert to council ownership on vacation of the premises.

Unit 6 – The tenant had requested additional storage space. Members agreed that they were willing to discuss proposals but as a longer term project. It was agreed that Cllrs Arthur and Hill would visit the site with Simon Dowling and report back to the Committee with their recommendations

ACTION: Site visit to Unit 6 to make recommendations for additional storage space: Cllrs Arthur and Hill & Simon Dowling

011/19/F&O Car Park Arrangements for Ponsmere Valley

Options were discussed for managing the overflow car park arrangements at Ponsmere Valley. It was agreed to dispense with previous pay-and-display systems and instead to trial a pay-by-phone system and to set this up as quickly as possible with appropriate signage.

ACTION: Set up pay-by-phone system (Tap2Park) and organise signage: Cllr Arthur & Admin Officer

012/19/F&O Library Management Report

The Clerk reported that the transfer of the library to the Parish Council had been achieved on 31st May and the library had been operating as normal during June with support from Cornwall Council. All the staff had been appointed including the new Library Manager. The library would be closed for a week for refurbishment to include the installation of a new carpet and self-service kiosk. The white lines outside the building would also be repainted. Some sections of the library would be switched and this necessitated the boxing up of several bookshelves. Cllrs Norrington and Yeo had kindly offered to help to box up the children’s section. A launch event would be planned in the first few weeks.

The intention was to reopen the library on Saturday mornings. The Clerk had negotiated the lease with the Museum Trust and summarised the terms. Members agreed for the Clerk to sign the proposed lease.

013/19/F&O Update on Civic Building

It was reported that the Working Group was meeting regularly with PBWC Architects and had commissioned a Bat & Bird Survey and Topographical Survey with the intention of progressing to demolition and planning pre-application submission as quickly as possible.

014/19/F&O Items of Correspondence from the Clerk

There were no significant items of correspondence for noting or discussion.

015/19/F&O Date of the Next Meeting

The date of the next meeting was noted: Monday 5th August 2019

There being no further business the Chairman closed the meeting at 20.35hrs

Signed

Date: 5th August 2019