



Minutes – Finance & Operations Committee

Minutes of the meeting held on Monday 5th August 2019 at 7pm in the Council Chamber, Chyanhale, Ponsmere Valley, Perranporth, TR6 0DB

Present: Cllrs Byfield (Chair), Arthur, Bowers, Higgins, Hill and White

In attendance: Tatiana Cant (Parish Clerk), Rebecca Harrod (Finance Officer), Simon Dowling and 4 members of the public

Public Participation

Concerns were raised by a member of the public regarding parking during the high season, and a request made for an increase in the number of visits. In response it was reported that Perranporth usually received 10 visits per month from the parking warden but had currently been receiving 4 visits per week. Some yellow lines were covered in sand and Cormac would be asked to clear these.

016/19/F&O Apologies

Apologies had been received and were accepted from Cllr Crewes who was unwell and Cllr Yeo who had a personal commitment.

017/19/F&O Declarations of interest and dispensations granted

Cllrs Bowers and Byfield declared an interest in Item 15 relating to the AFC in their capacities as coaches of youth teams. Cllr Hill declared an interest relating to Item 19 on grants.

018/19/F&O Action List Updates

Members noted updates to the Action List. It was noted that the fact finding visit to the Unit 6 at Cligga had not yet taken place and would need to be conducted before the next Committee meeting.

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

019/19/F&O Terms of Reference

The draft Terms of Reference were approved subject to a minor amendment of clarification. The Terms of Reference would be adopted at the next Full Council meeting.

020/19/F&O Update on Cligga units

Simon Dowling reported on the outstanding issues at Cligga as follows:

Unit 1 – Rent payments on this property were in arrears.

Units 4 – The tenant has again fallen into arrears. It was proposed that permanent notice be given and the space made available either for Christmas lights or for use by a neighbouring tenant. It was AGREED to give notice to the tenant to vacate the premises by 28th September.

021/19/F&O Update on ownership of Old Mortuary building

Simon Dowling reported that confirmation had been received that the building was not owned by the Parish Council but instead belonged to the Tregothnan Estate. The Parish Council therefore had no responsibility for the property and it should be removed from the Asset Register.

022/19/F&O Follow-up on Bands in the Sands events

Simon Dowling reported that the Bands in the Sands events had been very successful although one of the events had encroached beyond the defined curtilage and had been invoiced £500 accordingly. A number of concerns had been raised relating to operational issues such as clearing up, parking and boundaries. It was agreed that a meeting between the Parish Council and the Watering Hole would be beneficial.

ACTION: Arrange and attend meeting to discuss Watering Hole events management: Cllrs Arthur & Byfield, Parish Clerk and Simon Dowling

023/19/F&O Update on RBS Software Installation

The Finance Officer reported that she had taken part in the installation and training for the new RBS financial software which had all been completed smoothly. The backlog of data input had now been processed and the systems were up-to-date. The Finance Officer would work with the Clerk to establish a budget for the current year so that spend-against-budget could be monitored. Due to the fundamental difference in systems compared with previous years, it would be difficult to compare spend against previous years although in the future this should be very straightforward.

024/19/F&O New Unity Trust bank account and adding signatories to the Lloyds account

The Finance Officer reported that Lloyds paperwork had been submitted for signatories for online banking. The application had also been submitted to set up an account with Unity Trust Bank.

025/19/F&O Financial Management Report

Members received the financial management report for the period: April-June 2019. Members requested that the cost centres more closely reflect the committee structure in relation to the Services and Public Spaces activities.

026/19/F&O Termination Arrangements with Harland Accountants

Members noted that the services of Harland Accountants were no longer required, and AGREED for the Clerk/RFO to sign the letter of termination arrangements.

027/19/F&O Report on Car Parking Arrangements and Income

Members received the submitted reports on parking and noted that the new arrangements at Ponsmere Valley had been very successful. Additional signage had been ordered to direct the traffic more effectively. The Finance Officer reported that it had not yet been possible to reconcile the income without the full reports from Alliance Parking and that greater transparency was needed.

028/19/F&O Agreement of Car Parking Arrangements

The following agreements were approved:

- a. Inner Green, Perranporth Beach, Beach Access Road
- b. Tywarnhale Square – but no enforcement over white lines
- c. The Droskyn agreement required further clarification

029/19/F&O Request from the Football Club

Members considered a request from the Football Club to use an area to create a junior football pitch and for training purposes. It was AGREED in principle to approve the request subject to the progress of other plans for space including the developments relating to the skate park.

030/19/F&O Vehicle Purchase for Grounds Maintenance Works

It had been agreed to terminate the street cleaning contract with Willshir from 31st August and to employ a member of staff in-house to carry out these works. Members considered the options provided for purchasing an Isuzu truck. It was AGREED to purchase the vehicle outright and to place the order immediately to ensure delivery in time for 1st September.

031/19/F&O Library Management Report

The Clerk reported that the library operations were continuing smoothly and that a full refurbishment had been completed. The Admin Officer had been trained up on the systems and was now in a position to provide cover when

needed. Saturday openings would start from 7th September. The Grand Relaunch library event would take place on 7th September and VIPs would be invited included Sarah Newton MP.

032/19/F&O Update on Civic Building

Cllr Byfield reported that the Working Group had met that evening with PBWC Architects and had commissioned a Flood Risk Assessment and Soil Survey. More information would be available shortly on the appointment of the structural engineer and cost consultant. A public engagement event was scheduled to showcase the initial plans as a joint event with the grand opening of the library. The pre-application planning had been submitted to Cornwall Council and a case officer had been assigned.

033/19/F&O Approval of grant payments

The Clerk explained that it was the intention to normalise the timing for the grant payments by identifying a grant funding pot when setting the budget and to precept accordingly. Grant applications would then be considered in the relevant financial year and funds allocated up to the monies available. Monitoring systems would also be put in place. This was AGREED by members. A number of outstanding grant applications were considered and APPROVED as follows:

- Rose Institute & Social Club £250
- Rose Methodist Church £200
- Goonhavern & District Com. Centre £250
- Goonhavern & District Old Cornwall Society £75
- Pantomime in Perranporth £200
- Perranporth Pre School £300
- Callestick Methodist Cemetery £1500
- Bolingey Christmas Lights £400
- Good Companions Perranporth £500

- Goonhavern Show £750 - deferred

034/19/F&O Requests from Perran Tennis

Members considered a request from Perran Tennis relating to signage and noted that this did not refer to Parish Council land and therefore advised that the club be referred to the Gardens' Charity. A further request relating to demarking additional parking spaces for the use of the tennis club was refused as spaces could not be earmarked for exclusive use of the tennis club.

ACTION: Convey response to Perran Tennis regarding signage and parking – Clerk

035/19/F&O S.106 Funds and Allocations

Members considered a report relating to the S.106 funds currently available and where these needed to be allocated. An application needed to be submitted urgently to Cornwall Council to draw down funds for Goonhavern Park. Further planning would take place involving individuals working on plans for new equipment in both Goonhavern Park and Bolenna Park and further consideration to take place at the Public Spaces Committee.

036/19/F&O Request from Plastic Free Perranporth

A request was considered from Plastic Free Perranporth to hold ringfenced cash in the Parish Council bank account on behalf of the group. Members decided not to support this request.

037/19/F&O Items of Correspondence from the Clerk

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

038/19/F&O Date of the Next Meeting

The date of the next meeting was noted: Monday 2nd September 2019

There being no further business the Chairman closed the meeting at 21.23hrs

Signed

Date: 2nd September 2019