



Minutes – Finance & Operations Committee

Minutes of the meeting held on Monday 23rd September 2019 at 7pm in the Council Chamber, Chyanhale, Ponsmere Valley, Perranporth, TR6 0DB

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

In attendance: Tatiana Cant (Parish Clerk), Rebecca Harrod (Finance Officer) and 2 members of the public

052/19/F&O Apologies

Apologies had been received and were accepted from Cllr White who had a personal commitment.

053/19/F&O Declarations of interest and dispensations granted

Cllr Hill declared an interest on the grant application relating to Perranporth Illuminations, Cllr Higgins declared an interest on the grant application for the Museum Trust and Cllrs Bowers and Byfield declared an interest in the grant application for the Football Club. All such councillors would not vote on the relevant agenda items.

054/19/F&O Management Accounts for August 2019

Members received the accounts for August 2019 and the Finance Officer responded to a number of questions. She explained that the statement of accounts in the software had been changed as requested to reflect the new committee structure.

It was noted that there had been no income this year from the solar panels and the process for submitting readings needed to be investigated.

ACTION: Solar panel readings submission process to be investigated - *Finance Officer*

055/19/F&O Update on Online Banking Arrangements

The Finance Officer reported that the Unity Trust Bank account had now been set up and was fully operational. Funds of 50% currently held in the Lloyds account would be transferred as previously agreed. The Finance Officer had arranged a meeting at the Lloyds Newquay branch on 1st October with Cllrs Lawrence and White to make this initial transfer.

056/19/F&O Energy Prices for Out-of-Contract Meters

The Finance Officer presented a report on the meters which were currently out-of-contract and the improved prices received for fixed 3 year terms. It was AGREED to proceed with these quotes.

ACTION: Arrange for new agreements to be set up for energy contracts.

057/19/F&O Internal Audit

The Clerk explained that a visit had been arranged on 29th October by the recently appointed Internal Auditor, Steve Hudson who was also employed by St Agnes Parish Council. He would be checking that the Parish Council has all the correct policies, procedures and systems in place to ensure good management of public finances as well as good governance practices. He would produce a report of his findings which would be submitted for information to Full Council, and recommendations would be implemented. It was anticipated that there might be a number of concerns expressed as the Parish Council had not had fully correct procedures in place due to recent circumstances. The intention is to ensure that the Parish Council is fully compliant with all relevant legislation as quickly as possible and the report would be a helpful tool to highlight any issues to be corrected.

058/19/F&O Direct Debits

The Finance Officer presented a report which members NOTED itemising the direct debits paid from the Parish Council bank account. There were no banking standing orders in place.

059/19/F&O Policy Schedule

Members NOTED the Policy Schedule as submitted and agreed the following additions:

- Filming Policy – to be created by the Admin Officer
- Memorial Benches – already in place
- Events Policy – to include current Beach Events Policy and be expanded to incorporate other areas of the parish

The value of conducting DBS checks for all members was discussed. It was felt that this could be useful and a convenient way to allay any future potential problems. It was AGREED to add DBS checking to the schedule.

It was further AGREED to create a Members Handbook which would provide details of all committees and policies, and to require members to sign that they have read the policies.

060/19/F&O Agreement of Policies

The Clerk explained that there were many policies which should be in place and that these would be processed as quickly as possible. The most urgent policies had been brought forward for agreement and the following were AGREED subject to some minor amendments:

- i. Code of Conduct - AGREED
- ii. Financial Regulations – AGREED. The Clerk explained that these were based on the NALC July 2019 Model Financial Regulations
- iii. Annual Investment Strategy – AGREED. It was noted that under 5.2 and given the intended and agreed movement of 50% of funds from the Lloyds savings account to Unity Trust Bank, this still meant that 70% of funds would remain invested with Lloyds. It was AGREED to explore savings accounts with Nationwide and CCLA
- iv. Internal Control Policy & Procedure – AGREED. Cllr Bowers agreed to carry out quarterly inspections and reports would be presented to Full Council.
- v. Financial Risk Management Policy – AGREED subject to minor amendments
- vi. General Risk Policy – deferred to next meeting due to pressure of time
- vii. Data Protection Privacy Notice – deferred to next meeting due to pressure of time

061/19/F&O Grant Applications

Members considered the following grant applications and AGREED to award grants as follows:

- i. Perranporth AFC - £1,000
- ii. Friends of Goonhavern School - £5,000
- iii. Perranporth Illuminations - £5,000
- iv. Perranzabuloe Museum Trust - £200
- v. Loudest Shout – deferred for consideration at Full Council

Cllr Hill left the meeting.

062/19/F&O S.106 Funds Update

The Finance Officer confirmed that the application for s.106 funding for Goonhavern Park installation of adult gym equipment, new bins and essential tree safety works had on that day been approved. The Finance Officer would proceed with commissioning all works.

063/19/F&O Items of Correspondence from the Clerk

The Clerk reported thankyou correspondence received from the Pantomime in Perranporth Society relating to a grant awarded to them by the Parish Council.

Members AGREED to proceed with replacement fencing outside the Rugby Club which required urgent work on health and safety grounds.

064/19/F&O Exclusion of Press and Public

Members resolved to exclude the press and public due to the confidential matters to be discussed.

Confidential Items

065/19/F&O Watering Hole Agreements

Members AGREED to sign memorandums confirming the agreed lease and licence for the Watering Hole representing a 10% increase. This would not affect the ongoing negotiations relating to beach cleaning.

066/19/F&O Droskyn Field

Members noted that the Parish Council held no records relating to a Council owned field at Droskyn and had taken advice on establishing the correct documentation to ensure both the tenant and the Council's rights were acknowledged and to allow the Council the ability to discuss any rent increases. Members AGREED to serve s.6 and s.12 notices on the tenant to achieve these aims.

067/19/F&O Date of the Next Meeting

The date of the next meeting was noted: Monday 7th October 2019.

There being no further business the Chairman closed the meeting at 21.25 hrs

Signed

Date: 7th October 2019