



## Minutes – Finance & Operations Committee

### Minutes of the meeting held on Monday 2<sup>nd</sup> September 2019 at 7pm in the Council Chamber, Chyanhale, Ponsmere Valley, Perranporth, TR6 0DB

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

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

#### **Parish Councillor Mike Crewes**

The Chairman announced the sad passing of serving councillor Mike Crewes who had played a very active role on this committee and the Council. He had worked hard as Chair of the Staffing Committee to help put in place the full complement of staff now employed. He would be sadly missed. Members stood to observe a minute's silence to show their respects.

#### **Public Participation**

There were no issues raised by members of the public

The Chairman deferred two agenda items relating to the Rugby Club. These would be discussed at the next meeting of the Full Council.

#### **039/19/F&O Apologies**

Apologies had been received and were accepted from Cllr Byfield who was unwell.

#### **040/19/F&O Declarations of interest and dispensations granted**

There were no declarations of interest or dispensations granted.

#### **041/19/F&O Minutes of the Committee Meeting: 5<sup>th</sup> August 2019**

Members unanimously agreed the minutes of the Committee meeting held on 5<sup>th</sup> August 2019 and these were signed as a true and accurate record of the meeting.

#### **042/19/F&O Action List Updates**

Members noted updates to the Action List. It had not yet been possible to fix a date for a meeting with the Watering Hole but this should now be easier to arrange with the busy season coming to an end.

Cllr Arthur explained that he was in discussions with relevant parties relating to the provision of storage for the Christmas lights which would comprise the construction of a new structure at a likely cost of £25,000. It was agreed for Cllr Arthur to proceed with these plans subject to obtaining planning permission.

#### **043/19/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 still in arrears.

*Units 2&3* – Natural Generation were in real need of more space.

*Unit 4* – The tenant had now been given notice. It was AGREED to offer this space to Natural Generation subject to Simon Dowling’s negotiations and consultation with the Clerk.

*Unit 5 – Off Zero.* The company was based in Devon and it had not yet been possible to make contact with them. The rent was being paid on time but rates and insurance had not been paid. The lease had expired 6 years previously and the rent needed reviewing. It was agreed that the tenant should be actively pursued, and if it were not possible to make contact, a decision would be made at the next committee meeting on an appropriate course of action.

**ACTION:** Pursue Unit 5 tenant to arrange collection of outstanding monies and rent review – *Simon Dowling*

*Unit 6* – The rent review due in June 2017 had not been implemented as there were no grounds for increasing the rent and therefore no rent increase notification had been generated. The lease expires in June 2020 and a S.25 notice would be served in December. Simon Dowling to provide a copy for the office of the memo confirming that it had been agreed not to carry out a rent review.

*Watering Hole* – The two reviews had now been agreed and would be backdated to December 2018. The beach cleaning arrangement had still not been agreed. Members AGREED that this agreement must include emptying of dog bins as this would no longer be paid separately.

*YHA* – There had been delays in carrying out the rent review although this was now in hand and would be straightforward as it was RPI related. Once the review was agreed, an invoice would be submitted for the backdated amount.

*SW Water, Droskyn* – The rent review was based on RPI. Some arrears were outstanding. A letter addressing this issue had been sent to the tenant.

*SW Water, Cligga* – There was lack of clarity relating to the current status of payments of the sewerage installation. Simon Dowling explained that he had not had involvement in this property. It was agreed to research any documentation held by the Council and generate invoices accordingly.

**ACTION:** Research documentation relating to SW Water sewerage installation at Cligga and generate invoices accordingly – *Finance Officer*

#### **044/19/F&O Online banking arrangements**

The application form for online banking with Lloyds needed to be resubmitted. The Unity Trust bank had now been set up and this would be operational as soon as the bank account details were received. It was unanimously AGREED to move 50% of the funds held in the Lloyds current account to the new Unity Trust account to reduce financial risk.

It was noted that the Council needed to agree an Investment Strategy and that a draft would be presented to the next Committee meeting for approval. It was also noted that a visit by the Internal Auditor had been scheduled for the end of October.

#### **045/19/F&O Report on Car Parking Income**

The Finance Officer presented a report summarising income received from car parks during the current year. There had been difficulties with Alliance Parking and an underpayment of £7,000 which had now been corrected.

It was AGREED to sign the proposed contracts drafted by Alliance Parking and to reconsider parking arrangements before the next season.

#### **046/19/F&O Library Management Report**

The Clerk reported that the library was operating well. Saturday openings would start from 7<sup>th</sup> September. The Grand Relaunch library event would take place on 7<sup>th</sup> September and VIPs attending included Sarah Newton MP and children’s author, Ellie Jackson.

**047/19/F&O Update on Civic Building**

The Clerk reported that the Working Group continued to meet regularly with the architect and the results of the topographical survey had been received and no difficulties had been identified. There would be a public engagement event in the Methodist hall to coincide with the library launch event and this would provide the opportunity for residents to find out more about the initial concepts and ask questions.

**048/19/F&O S.106 Funds and Allocations**

The Finance Officer explained the urgency of submitting an application for drawing down S.106 funds currently available and held by Cornwall Council as the deadline for allocation had already passed. The project at Goonhavern Park comprised the installation of adult gym equipment, new bins and essential tree safety works. It was unanimously AGREED to proceed with the S.106 application.

**049/19/F&O CCTV Provision**

The Clerk presented a report on a recent visit with members to the fire service's CCTV facility in Tolvaddon. Those attending felt that the arrangements were very impressive and Perranporth could benefit significantly by joining in the scheme. The next step would be the undertaking of a survey of the central street area to ascertain the number of devices required and to arrive at costings. This survey work would not incur any cost to the Council. Members considered the proposal and AGREED to proceed with a survey.

**ACTION:** Arrange survey of potential CCTV sites - *Clerk*

**050/19/F&O Items of Correspondence from the Clerk**

The Clerk reported thankyou correspondence received for grants awarded by the Council to Callestick Methodist Cemetery, Perranporth Good Companions Club, Rose Methodist Church and Rose Institute and Social Club.

**051/19/F&O Date of the Next Meeting**

The date of the next meeting was noted: Monday 7<sup>th</sup> October 2019

There being no further business the Chairman closed the meeting at 20.52 hrs

Signed .....

Date: 7<sup>th</sup> October 2019