



Minutes – Finance & Operations Committee

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

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

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

068/19/F&O Apologies

Apologies had been received and were accepted from Cllr Bowers who had a family commitment and Cllr Byfield who had a work commitment.

069/19/F&O Declarations of interest and dispensations granted

Cllr Higgins would abstain on the item relating to employment of an archivist.

070/19/F&O Minutes of Committee meetings

Members agreed the minutes of the Committee meetings held on 2nd September and 23rd September and these were signed as a true and accurate record.

071/19/F&O Action List Update

Members received updates to the Action List and the Clerk and Finance Officer provided further clarification. It was noted that actions relating to commissioning a CCTV survey should have been included in the actions and the Clerk confirmed that this was being progressed. SW Water payments for both the Droskyn and Cligga sites had now been made in full. Parking relating to events at the Watering Hole was a concern and would be addressed urgently. Cllr Arthur was chasing quotes relating to works at Unit 6.

072/19/F&O Management Report on the Library

The Chairman reported that the launch event had been very successful and attended by Sarah Newton MP. The library was running smoothly and the Library Manager would be making a presentation to Full Council to describe day-to-day running, events and activities.

073/19/F&O Civic Building Update

The Project Team would be meeting the following week. Plans were progressing well, and an asbestos survey had been undertaken prior to demolition. Once the results of samples had been received and the full report provided, it would be possible to arrange the demolition.

074/19/F&O Payment for use of Budnic field for parking

It was agreed that the income from the field for parking in 2019 should be split with the tenant of the field on a 50:50 basis and for the sum of £864.91 to be duly made with a deduction of £300 to cover other arrears owed and subject to such agreement with the tenant.

075/19/F&O Annual Income

The Finance Officer presented a report showing the income derived by the Parish Council from its properties. She was in the process of working through all rent review dates and checking these were up-to-date as well as the leases for

sports clubs. The Football and Rugby leases should have been reviewed in April but this had been overlooked. Arrangements with SLSC and the Tennis Club would be confirmed.

ACTION: Check arrangements with SLSC and Tennis Club - *Finance Officer*

076/19/F&O Completion of External Audit

Members noted that the External Auditor had completed the review of 2018/19 and received the report. It was noted that the Notice of Public Rights had not been displayed correctly in that year and detail of earmarked reserves had not been provided. These had been remedied and it would be easier with a change to the software and staffing to present accounts as required.

077/19/F&O Historic insurance invoices and writing off bad debts

The Finance Officer presented a report summarising the insurance invoices which had not been met totalling £6,075.13. These dated back to 2017 and had not been raised in a consistent and timely manner. Therefore the Property Manager had been unable to recover these monies. After discussion it was AGREED to write off invoices totalling £2028.38 to 3 tenants who were either in the process of vacating the premises or were not contactable. Members wished every effort to be made to ensure that the remainder be recovered.

ACTION: Pursue tenants for outstanding insurance payments before the next committee meeting – *Simon Dowling*

078/19/F&O Bad debtors

The Finance Officer presented a report showing bad debts in addition to the historic insurance invoices. It was noted that it was most likely that these would be settled with the exception of income payable by a Cligga unit who was in the process of vacating the premises. It was AGREED to write off the £350 owing relating to this unit. As mentioned earlier in the meeting regarding payment for use of a field for car parking, the same tenant was in arrears and it was AGREED to offset the £300 owing against the payment to the tenant subject to their agreement.

079/19/F&O Update on Banking Arrangements and Opening Savings Account

The Chairman reported that she had visited the Lloyds Newquay branch on 1st October with Cllr Lawrence and the Finance Officer to make an initial transfer of £420,000 from the Lloyds account to the Unity Trust Account. The Finance Officer explained that it would be best practice to spread the financial risk further and optimise any interest income by investing funds in suitable savings accounts. It was AGREED to open a new Nationwide account with an interest rate of 1.25% and invest £85,000, and to investigate options with CCLA.

080/19/F&O Operation of Droskyn Car Park

Members considered the operational arrangements for Droskyn Car Park now that the main season had finished. It was AGREED to cease charging from 31st October and to discuss fencing off some areas to protect the grass at the next Public Spaces and Finance & Operations Committee meetings.

081/19/F&O Storage of Parish Council records

The Clerk explained that there was concern regarding the safety and organisation of parish council records. There was a large quantity of documents stored in various locations within the parish council offices which were of great historic importance and which were very vulnerable in the event of an accident. Many of these should be moved to the new facility of Kresen Kernow at Redruth for safe keeping. This exercise needed to be completed before the move to the new offices and preferably as soon as possible. All the documents would need to be scanned, filed, named and indexed so that they were easily accessible. There was a considerable amount of work required and this would need to be undertaken by a qualified and experienced individual who could work effectively and efficiently as there was no capacity and insufficient experience in the office to complete the work. An experienced and trained archivist had been identified who also had excellent local knowledge. Members wished to discuss the matter at the next Full Council meeting.

082/19/F&O Security Call-out Arrangements

At least one member's name was required to be added to the list for the security company to be contacted in the event of an incident. Cllr Yeo agreed to be added to the list and it was agreed to ask Cllr Bowers if he would also be prepared to add his name.

083/19/F&O Agreement of Policies

The following policies were all AGREED and would be ratified and adopted at the next Full Council meeting and then published on the web site:

- i. General Risk Policy
- ii. Data Protection Privacy Notice
- iii. Data Protection Policy
- iv. Transparency Policy
- v. Publication Scheme
- vi. Volunteer Policy

084/19/F&O Exclusion of the press and public

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

Confidential Items

085/19/F&O Update on Cligga Units

Members noted an updated report showing the latest income from the Cligga units. Simon Dowling had been unable to attend the meeting but had provided information to the Finance Officer which was tabled.

It was noted that it had not been possible to contact the tenants of Unit 5 to negotiate a rent review or any arrangements and members AGREED to serve notice on the tenant.

Draft Heads of Terms for Units 2 & 3 were considered and it was AGREED to approve these subject to the recovery of the outstanding insurance payment.

086/19/F&O Slous Cliff Top Café

Members considered the two proposals submitted by the tenants of the Cliff Top Café at Droskyn regarding arrangements for next year. Members did not wish to see any conversion works undertaken at this stage of the current permanent shelter but AGREED for the erection of a more sturdy structure next year which would be more robust in poor weather and provide the opportunity for an enhanced service for customers. This agreement would be on the understanding that the structure was tasteful and in keeping for the location and subject to approval by council of the design.

087/19/F&O Date of the Next Meeting

The date of the next meeting was noted: Monday 4th November 2019.

There being no further business the Chairman closed the meeting at 20.46 hrs

Signed

Date: 4th November 2019