



Minutes – Finance & Operations Committee

Minutes of the meeting held on Monday 2nd December 2019 at 5pm in the Council Chamber, Chyanhale, Ponsmere Valley, Perranporth, TR6 0DB

Present: Cllrs Byfield (Chair), Arthur, Bowers (joined later), Higgins, Hill (joined later) Trevethan, White and Yeo

In attendance: Tatiana Cant (Parish Clerk), Rebecca Harrod (Finance Officer), Simon Dowling, Cllrs Bowers, Lawrence and Rogers

088/19/F&O Apologies

Apologies had been received and were accepted from Cllrs Hill who had a work commitment and joined the meeting later on.

089/19/F&O Declarations of interest and dispensations granted

Cllr Byfield declared an interest on the item relating to the Football Club lease and Cllr Arthur declared an interest in the item relating to the Rugby Club lease.

090/19/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

091/19/F&O Updates on Cligga units

Members agreed to the proposal to install a soakaway in the works relating to units 2, 3 and 4 and for the Parish Council to provide a £10,000 contribution in the form of an offset against rental income for the first two quarters.

Unit 5. No response had been received to correspondence issued. A Section 25 Notice had been served for the tenants to quit in June 2020.

Unit 6. The tenants wished to move into the Christmas Lights building. Additional containers on the site were not currently included in the lease. It was noted that the lease should be updated to reflect these and this could also be reflected in the rent. It was agreed that the Finance Officer should try to obtain 3 quotes but if this was not possible by the end of that week, for the works to proceed.

092/19/F&O Write off insurance arrears

Members considered outstanding insurance payments from the Cligga units. These totalled £4,046.75. Mr Dowling provided an update explaining that Marshall had already paid. It was agreed to pursue those tenants who were still in occupation and to write off a total of £1522.27.

093/19/F&O Containers required at Cligga

Two new 20 foot containers were required to house the Christmas lights. It was agreed to proceed with the installation based on the cheapest quote.

Cllr Hill joined the meeting.

094/19/F&O Extension of lease concessions for Rugby Club and Football Club

The 3 yearly agreed concessions for both the Rugby Club and Football Club had expired in April 2019. In both cases it was agreed to extend the concession periods for a further 3 years and for this to be applied retrospectively to the renewal date. Rent reviews had also not been undertaken. It was agreed by members that there should be no increase in the rent.

Cllr Bowers joined the meeting.

095/19/F&O Slous Cliff Top café

Members agreed designs for a more substantial and weather-proof structure for the next season and confirmed that this would need to be removed between the end of October and Easter and stored at the tenants' cost.

096/19/F&O Youth Hostel Association

The Youth Hostel Association was still making regular rental payments at the previous rate. Mr Dowling would chase this to ensure it was corrected and arrears paid.

ACTION Ensure YHA is paying at the correct rate and arrears are collected – Mr Dowling

097/19/F&O Watering Hole

The Watering Hole had been asked to itemise costs for beach cleaning as this matter was still unresolved.

There being no further business the Chairman closed the meeting at 18.15 hrs

Public Session

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

In attendance: Tatiana Cant (Parish Clerk), Rebecca Harrod (Finance Officer), Simon Dowling, Cllrs Boston, Gaisford, Lawrence, Rogers and Silvey

Public Participation

There were no comments from the public.

098/19/F&O Minutes of Committee meetings

Members agreed the minutes of the Committee meeting held on 7th October and these were signed as a true and accurate record.

099/19/F&O Action List Update

Members noted updates to the Action List.

100/19/F&O Management Report on the Library

The Clerk reported that the library continued to operate well. A new Sandy Toes activity for little ones had proved extremely popular and footfall figures were rising month on month and these statistics would be presented to the next meeting.

102/19/F&O Civic Building Update

An asbestos survey had been undertaken and the asbestos identified would need to be removed, utility services disconnected and then the demolition could be scheduled for January. Additional design options would be shown to the public at a consultation event in order for residents to comment on the 3 variations before the application was submitted for planning permission.

103/19/F&O Grant Applications

i. Callestick Methodist Cemetery - £2,000

It was agreed to grant Callestick Methodist Cemetery £2,000.

ii. Royal Voluntary Service – £500

It was agreed to grant the Royal Voluntary Service £500.

iii. Perranporth Memorial Hall - £5,000

It was agreed to grant the Memorial Hall £5,000 with 2 against and 1 abstention. Cllr Higgins declared an interest and did not vote.

104/19/F&O Grant Monitoring Arrangements

It was noted that there had not been a mechanism in place for checking that expenditure by local organisations who had received public money contributions made in the form of grants was being undertaken as per their application. A newly created grant monitoring form had been recently approved and would be sent out routinely to all groups receiving grants by the Finance Officer who would follow up to ensure they were completed and returned satisfactorily.

105/19/F&O Completion of Internal Audit

This item was deferred to the Full Council meeting which followed later that evening.

106/19/F&O Consideration of draft Committee budget for 2020 / 2021

The Finance Officer presented the draft committee budget for 2020 / 2021 which was considered by members in detail and suggestions proposed. The draft budget was agreed. The Chairman thanked the Finance Officer and Clerk for the excellent preparation work.

107/19/F&O CCTV provision

This item was deferred to the Full Council meeting which followed later that evening.

108/19/F&O Installation of Fire Alarm System

An asbestos survey of the Chyanhale Parish Council offices had already been identified. Further works were required in order for the fire alarm installation to take place and it was agreed to proceed with these.

109/19/F&O Agreement of Policies

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

- i. Film maker's Code of Practice

110/19/F&O Items of correspondence from the Clerk

Members noted the thankyou letter received from Friends of Goonhavern School for the grant awarded by the Council.

111/19/F&O Date of the Next Meeting

The date of the next meeting was noted: Monday 6th January 2020.

There being no further business the Chairman closed the meeting at 18.58 hrs

Signed

Date: 6th January 2020