



Minutes – Finance & Operations Committee

Minutes of the meeting held on Monday 2nd March 2020 at 7pm in the Council Chamber, Chyanhale, Ponsmere Valley, Perranporth, TR6 0DB

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

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

Public Participation

There were no comments from the public.

034/20/F&O Apologies

Apologies had been received and were accepted from Cllr Byfield who had a work commitment and Cllr Higgins who was unwell.

035/20/F&O Declarations of interest and dispensations granted

Cllr Arthur declared an interest in the item relating to the Rugby Club.

036/20/F&O Minutes of Committee meetings

Members agreed the minutes of the Committee meeting held on 3rd February and these were signed as a true and accurate record.

037/20/F&O Action List Update

Members noted updates to the Action List and items to be discussed during the meeting.

038/20/F&O Property Report

Replacement guttering for units 2,3 and 4. The Council had requested quotes from and conducted site visits with three suppliers and received estimates from two suppliers: £4,475 and £8,660. It was AGREED to proceed with the £4,475 quote and to deduct this amount from the tenant's rent.

Unit 7 roof. Over the weekend half the roof had lifted as one piece from the roof of Unit 7, blown sideways and fallen on the ground next to the building. Fortunately there had been no people or vehicles in the area. The Clerk had visited the tenant on Saturday and agreed with him that the winds were too strong to allow anyone to work at height to weather-proof the roof. Following a further visit on that morning with Cllrs Arthur and Lawrence and with the roofing company, Marnick who had carried out the work in 2015, it was agreed that Marnick would cover the roof space with tarpaulin. The insurers had been informed. Members AGREED that the Finance Officer should have further discussions with Marnick to try to establish liability and proceed accordingly with an insurance claim, and to delegate to officers the responsibility of arranging repair works as a matter of urgency.

ACTION: Arrange repair works to Unit 7 and establish insurance arrangements – *Finance Officer*

039/20/F&O Management Report on the Library

The Clerk reported that the library was continuing to attract many visitors and that the footfall was rising significantly compared with previous years. The Library Manager would be providing a full report to a future meeting.

040/20/F&O Update on 8 Boscawen Road project

The Project Team was continuing to meet the architects regularly and was making good progress. The meeting scheduled for this evening had been postponed to accommodate an emergency planning meeting of the Hands Off Perranzabuloe group. The meeting had been rescheduled for the following week. The exact location of an old mine shaft was being investigated and this would require a further survey.

041/20/F&O Visit from Internal Auditor

Members noted that the Internal Auditor had visited on Wednesday 19th February and was content that the issues raised at the previous visit had been addressed and further questions asked received a satisfactory response. The report was awaited and would be shared with members on receipt.

042/20/F&O Additional bank/savings accounts

The Finance Officer reported that she was still researching suitable options for bank and/or savings accounts for the Council in order to spread the location of funds held to minimise financial risk.

043/20/F&O Increased insurance premium

Members noted the adjusted premium of an additional £150.24 following a recent property valuation.

044/20/F&O Car Park Management Arrangements

The Finance Officer reported that she had met officers from Cornwall Council and established that they would be able to include all the Parish Council's car parking areas under one parking order at an estimated cost of £3,000. This could take several weeks to put in place. It was AGREED to proceed with the parking order and give notice to Alliance Parking.

045/20/F&O Damage to Droskyn toilets

Members noted the recent vandalism to the toilets near the Droskyn car park and AGREED to arrange for remedial works to be carried out using the builder who had provided the best value quote. Options for claiming on the Council's insurance would also be investigated.

046/20/F&O Application from Rugby Club regarding new club house

Members agreed to discuss this issue at the next Full Council meeting.

047/20/F&O IT facilities

The Clerk reported that all office staff were struggling and unsatisfied with the current IT arrangements and this was having an increasing impact on the ability to work effectively and efficiently. This item would be discussed fully at a subsequent meeting when the Clerk would propose alternative arrangements which were tried and tested in the sector.

048/20/F&O Items of correspondence from the Clerk

Members noted the thankyou email received from the Rugby Club for the grant awarded by the Parish Council.

049/20/F&O Date of the Next Meeting

The date of the next meeting was noted: Monday 6th April 2020. *[This meeting did not take place due to Covid-19 Lockdown]*

There being no further business the Chairman closed the meeting at 19.48 hrs.

Signed

Date: 24th August 2020