



Minutes – Finance & Operations Committee

Minutes of the meeting held at 7pm on Monday 5th July 2021 at the Parish Council Offices, Chyanhale, Ponsmere Valley, Perranporth, TR6 0DB

Present: Cllrs Byfield (Chair), Boston, Bowers, Gaisford, Pentecost and White

In attendance: Laura Wright (Admin Officer), Rebecca Harrod (Finance Officer), Simon Dowling (Properties Manager) Cllrs Higgins and Rogers

Public Participation

No comments were made by members of the public.

084/21/F&O Apologies

Apologies had been received from Cllr Arthur for personal reasons.

085/21/F&O Declarations of Interest and Dispensations Granted

There were no declarations of interest. No dispensations had been granted.

086/21/F&O Approval of Minutes

The minutes of the committee meeting held on 7th June 2021 were agreed as a true and accurate record.

087/21/F&O Financial Management Report

Members noted the financial management report for June.

088/21/F&O Confidential Session

Members AGREED to exclude members of the public and press due to the confidential nature of the items to be discussed.

CONFIDENTIAL SESSION

089/21/F&O Property Leases, Licenses, Terms and Rent Reviews

Members received an update from Simon Dowling on properties owned by the Parish Council, rents received and review dates. Members noted that there had been some confusion relating to the ownership of the Old Mortuary building. Lord Falmouth's office had stated that this formed part of their estate, but the Archivist had discovered copies of conveyance documents and minutes indicating that the Parish Council had purchased the building. The council was seeking the original documents and this matter would be addressed at a future date.

090/21/F&O Report from Property Manager and Matters Arising

Simon Dowling presented a proposal received from the tenants of Unit 6. This would comprise the demolition of the current conservatory which was in poor repair and replacement with a new extension. Terms requested were a contribution by the Council of 50% of the build cost and a rent freeze for the remainder of the lease period. The building would return to the Council at the end of the lease.

Cllr Bowers suggested the incorporation of an additional extension to store the Christmas lights, thus freeing up Unit 5 for expansion of existing businesses. It was noted that a working group would be established to consider the strategic development of the Cligga industrial estate and that while this proposal was urgent, it needed to be considered in relation to the more long-term development plans. Further discussions would be held with the tenants of Unit 6 and quotes sought for the proposed council extension

Actions: Liaise with tenants of Unit 6 on costings for extension. Prepare a report for Full Council – Finance Officer and Property Manager

END OF CONFIDENTIAL SESSION

091/21/F&O Cligga Head Property Development Working Group

Cllr Byfield proposed that a group be established to explore options for long term development plans at Cligga Head. It was AGREED to form a group and refer to Full Council meeting to decide membership.

092/21/F&O Cligga Head Heritage and Environment Working Group

Cllr Byfield proposed that a working group would be needed to work alongside and complement the property development working group, with a focus on protecting and promoting the heritage and environment of the surrounding area. It was AGREED to form a group and refer to Full Council meeting to decide membership.

It was noted that there were many Council working groups in place and that a review of all groups would be helpful to determine those which still remained relevant.

093/21/F&O Quote for replacement of Texaco fence

The Finance Officer presented a quote to replace the fence at the Texaco Garage boundary. Members requested that the ownership of the fence be confirmed via land registry. It was AGREED to proceed with the works with concrete posts, once it had been confirmed that the fence was the property of the Parish Council,

Action: Ownership of the fence to be confirmed. - Finance Officer

094/21/F&O Report on Friends of Goonhavern School Grant Application

Cllr Boston reported that she had spoken to the Head Teacher of the school. They did not wish to delay their proposed plans and did not believe it was feasible to undertake a larger project with wider community use. As the FROGS group had already recently received large grants from the Council, the group stated that it would not request further funding in the near future. Members AGREED to grant £2,500 to the group.

095/21/F&O Report on Car Park Stakeholder Meeting

Cllr Gaisford reported that a recent car park meeting had been attended by representatives of all the facilities in Perranporth except Cornwall Council and the meeting had been very productive and collaborative. It had been agreed to change the 'overflow car park' sign at the Rugby Club to 'long stay.' Signs would be displayed at the Gardens Charities and Bells car park when the car parks became full to minimize vehicles queuing to enter. The sign at the entrance to the Sand Pit would be changed to clarify that it was a pedestrian route to the beach. The group would meet again towards the end of July to monitor the situation.

096/21/F&O Purchase and Installation of Car Park Ticket Machine

Members considered a proposal to purchase a ticket machine for Tywarnhayle Square to facilitate enforcement. It was AGREED to purchase and install a solar powered car park ticket machine at a cost of under £1,900 to include purchase and installation. Parking would remain free, and Cornwall Council would enforce parking. The new system would be publicised.

Action: Arrange purchase and installation of ticket machine – Finance Officer

097/21/F&O Tunes in the Dunes Event 2021

Cllr Byfield and Bowers had reviewed all paperwork received. Consent had been given in principle and the proposed dates agreed. Full consent would be granted when the Council had received the insurance certificate detailing a sum of

at least £10 million, confirmation of total capacity for the event and clear understanding that all festival activities be within the agreed area.

Action: Contact The Watering Hole for further information and clarification – *Properties Manager*

098/21/F&O Report from Archivist

A progress report had been circulated to members. Members noted that costs had increased since the initial arrangement had been put in place. It was AGREED to refer to Full Council to confirm how to proceed.

Action: Confirm number of hours already been billed – *Finance Officer*

099/21/F&O Strategic Objectives 2021-2023

It was AGREED to refer discussion of the committee’s Strategic Objectives to the wider discussion at Full Council. Members were asked to review the circulated document to prepare for discussions.

100/21/F&O S.106 Funds

The Finance Officer reported that there were no imminent deadlines.

Action: Details of S.106 funds held by Cornwall Council to be circulated to members – *Finance Officer*

101/21/F&O 8 Boscawen Road

Cllr Byfield reported that the application had been withdrawn as the Planning Officer was not prepared to approve. The working group would meet to discuss options and explore grant funding opportunities.

102/21/F&O Policy Review Schedule

Members noted the policy review schedule. It was agreed to review policies at each meeting.

103/21/F&O Adoption and Review Polices

Members reviewed council policies in line with the policy review schedule. The following policy documents were approved:

- a. Code of Conduct. A new national code had been drafted and CALC had made local amendments. Members AGREED to adopt the new code.
- b. Social Media Policy. The policy was reviewed and approved.
- c. Annual Investments Strategy. The policy was reviewed and approved.
- d. Financial Regulations. The policy was reviewed and approved.

104/21/F&O Update from Highways Working Group

Members received an update from the Highways Working Group which had recently met and had some actions in hand. The group planned to await the completion of the Neighborhood Development Plan as the document would address many of these issues.

Action: Cornwall Council timesheets to be forwarded to Cllr Bowers – *Finance Officer*

105/21/F&O Date of next meeting

Members noted the date of the next meeting: Monday 2nd August.

There being no further business the Chairman closed the meeting at 9.26pm.

Signed

Date: 2nd August 2021