



Minutes – Finance & Operations Committee

Minutes of the meeting held at 7pm on Monday 4th July 2022 at the Parish Council Offices, Chyanhale, Ponsmere Valley, Perranporth, TR6 0DB

Present: Cllrs Arthur, Bowers, Byfield, Gaisford, Higgins, White and Yeo

In attendance: Tatiana Cant (Clerk), Cllr Rogers

001/22/F&O Election of Chairman

Cllr Byfield was nominated, seconded and duly elected as Committee Chairman.

002/22/F&O Election of Vice Chairman

Cllr Bowers was nominated, seconded and duly elected as Committee Vice Chairman.

Public Participation

There were no members of the public present.

003/22/F&O Apologies

Apologies had been received from Cllr Pentecost who had a work commitment and the reasons were accepted by members.

004/22/F&O Declarations of Interest and Dispensations Granted

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

005/22/F&O Library Management Report

The Clerk reported that the library was operating well and continued to be very popular and well used. There had been a great deal of activity during the Jubilee week particularly with the quiz. Committee members noted that the visitor statistics were very impressive, and expressed their interest in receiving regular reports from the library and providing support where needed. It was recognised that the library was able to run events and promotions reflecting local parish themes and did not need to entirely mirror Cornwall Council activities.

006/22/F&O Planning permission for Unit 6, Cligga

The Finance Officer had reported that the building control drawings had been received from the architect and the quote could now be finalised. This would then be put on the Contracts Finder portal to seek further tenders. Western Power had been asked to quote for the electrical works.

007/22/F&O Update on 8 Boscawen Road

Cllr Arthur reported that he would be attending meetings with representatives from Cornwall Council housing and Ocean Housing to consider options for the site to include affordable housing.

008/22/F&O Update on Callestick Cemetery

The Clerk reported that she had received recent confirmation from Rev'd Clarke indicating that they should be able to proceed by "selling" the cemetery via a long lease, and doing so as an open burial ground. He was arranging an online

meeting with the property team for the following day which should set in place their streamlined process. They would use one of the bank of recommended and Methodist-trained solicitors which should ease the process. Thereafter a surveyor could be instructed to carry out a valuation. Draft cemetery documentation was considered and some amendments proposed. This would need to be finalised in preparation for sign-off at a subsequent meeting. The Clerk would also liaise further with St Agnes and prepare an online Interment application form.

009/22/F&O Policies: Adoption and Review

The following policies were reviewed and approved without amendment:

- a. Internal Control Policy
- b. Social Media Policy

The Clerk reported that a library social media policy was required and that she would work with the library team to draft one for consideration and approval by members.

Further documents considered by members: Financial Regulations and Financial Risk Management Policy. There were some discrepancies between the two documents and it was therefore agreed that the Clerk and Finance Officer would assess and make proposed amendments for ratification.

010/22/F&O Signing Deed for Wheal Leisure Toilet Block

It was unanimously AGREED that the Deed for transferring Wheal Leisure Toilet Block from Cornwall Council be duly signed, sealed and lodged with the solicitor.

011/22/F&O Security of Open Spaces

Members noted that a group of Travellers had arrived at Truro, and expressed concern that all vulnerable open spaces in the parish were adequately secured. All sites were accounted for with the possible exception of Cligga where it was not confirmed that the measures were in place and Perran Round which needed attention on the gate. The Clerk would discuss with the Handyman and ensure this was secured as a matter of urgency.

012/22/F&O Unauthorised Movement of Vehicles on the Beach

It was reported that a significant amount of dangerous vehicular activity had taken place on the busy beach in the middle of the day to facilitate the installation of a new fire escape at the Alcatraz site with sand being moved and deposited in the river to create a ramp for the vehicles. No appropriate permissions had been sought from the Parish Council as landowner, the Environment Agency or Marine Management Organisation and the activity had resulted in a number of significant health and safety risks to beach users. Members agreed that a letter be written by the Property Manager to Alcatraz and the Watering Hole expressing these concerns and requiring information on when and how the staircase would be installed and advance sight of their risk assessment and method statement.

013/22/F&O Dates for Tunes in the Dunes 2023

Dates had been proposed by the Watering Hole for holding the Tunes in the Dunes festival in 2023. Initially these had been over Whitsun but they had already been advised that the Council would not accept this. Further dates provided were 12th-14th May and 8th-10th September. Members were not minded to agree any dates while there were still outstanding matters to address and also wished to conduct the festival review meeting with all stakeholders which was still to be scheduled. Nevertheless it was agreed that the Clerk notify the Watering Hole to explain that these dates were currently vacant and therefore potentially available but that they were not yet in a position to agree the event or the dates until these matters had been resolved.

014/22/F&O Erosion to Sea Wall

Damage to the buttress and wall at the Seiners Arms remained an unresolved issue. The Clerk had contacted the Council's insurance company and solicitors and notified the Seiners and their landlord, Wellington Pub Company as well as Cornwall Council Highways and Building Control who had carried out inspections. She and Cllr Gaisford had had a meeting earlier that day with the tenant to try to find a way forward. The ownership of the buttress remained unclear and the tenant explained that she was awaiting some clarification from her solicitor and in the meantime planned to undertake smaller repairs to other parts of the wall. The Clerk would follow up with the Council's insurers.

015/22/F&O Water Damage to Road at Cligga

Tenants of the industrial units had reported that there was a leak causing a large puddle which did not drain in the road at Cligga. South West Water had advised that the Council as landowner would need to address this. The Clerk would contact a water connection repairs company the following day to request their assistance.

016/22/F&O Date of next meeting

Members noted the date of the next scheduled meeting: Monday 1st August. A short extraordinary meeting would also take place at 6.15pm on 25th July to agree a recommendation relating to property management.

017/22/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

018/22/F&O Property Leases and Licenses

Members noted a summary of rents paid as submitted by Property Manager, Simon Dowling on properties owned by the Parish Council and rents received.

019/22/F&O Property Management Arrangements

Cllr Byfield reported that the Council was obliged to review its contractual arrangements periodically and had not done so for some time. The Clerk was in the process of contacting suitable companies who might be interested in quoting to manage the Council’s property portfolio on the principle of Best Value, and the property manager currently used by the council would also be invited to tender. Several members expressed an interest in meeting potential management teams and the Clerk would coordinate meetings.

There being no further business the Chairman closed the meeting at 9.30pm.

Signed

Date: 1st August 2022