



# Notice of Meeting – 6 November 2023

## Finance & Operations Committee

To: All members of the Finance Committee: Cllrs Byfield (Chair), Arthur, Bowers, Gaisford, Higgins, White, Wyn-Jones and Yeo

You are hereby summoned to attend the next meeting of the Finance & Operations Committee, to be held at **7.00pm on Monday 6 November 2023** at the Parish Council Rooms, Chyanhale, Ponsmere Valley, Perranporth, TR6 0DB.

Please be aware that meetings may be audio recorded.

Amanda Lash  
Parish Clerk  
1 November 2023

## Agenda

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- 1) To receive apologies and accept the reasons for any non-attendance.
- 2) To receive any declarations of interest on items on the agenda and note any dispensations granted.
- 3) To **receive** and **approve** the minutes of the Committee meeting held on Monday 2 October 2023.
- 4) **Public Participation.** Members of the public are invited to comment on matters within the parish relevant to this committee (15 minutes allowed).
- 5) To **note** items of correspondence from the Clerk and **receive** any updates from the last minutes.
- 6) To **note** the monthly bank reconciliation for October 2023.
- 7) To **note** the Internal Audit Report, Steve Hudson Accountants.
- 8) To **discuss** the Financial Regulations 2023 and make recommendations to Council.
- 9) To **resolve** on a recommendation from the Finance Officer to move £100k from the Lloyds Account into the Nationwide Savings Account to earn interest at 3.9%.
- 10) To **resolve** on a recommendation from the Finance Officer to move £100k from the Lloyds Account into the Redwood Account to earn interest at 3.75%.
- 11) To **receive** a benchmarking report from the Clerk on car park charges and recommend any further associated costs and actions to Council.
- 12) To **discuss** 24/25 budget and make recommendations to Council.
- 13) To **receive** a report on the Bank expenditure to date and make recommendations to Council.
- 14) Library refurbishment/improvements proposals existing budget £1,172.
- 15) To **resolve** to instruct Paul Granville (Carlyon & Son) solicitors in the transfer of land behind Unit 4, Perranporth Industrial Estate (cost to be confirmed).
- 16) To **resolve** to instruct Simon Powell to undertake lease work at Cligga:
  - (a) Unit 6 surrender of the existing lease at a cost of £250
  - (b) Car Park lease at a cost of £450-£600
  - (c) Heads of Terms for Units 6, 7, 8 at a cost of £500 per lease completed

- 17)To **resolve** to contract Stephens Scown in the preparation of a Festival Legal Agreement at a cost of between £3,000 and £5,000 with the Watering Hole and agree who should pay for these costs and further actions.
- 18)To **resolve** to instruct Daryl Hill to draw up a scaled plan of the Watering Hole at a cost of £325 plus VAT to purchase the base map and £260 plus VAT to annotate the plan.
- 19)To **discuss** and **approve** the Finance & Operations Section of the Risk Assessment.
- 20)To note the date of the next meeting: Monday 4 December.