



Notice of Meeting – 4 December 2023

Finance & Operations Committee

You are hereby summoned to attend the next meeting of the Finance & Operations Committee, to be held at **7.00pm on Monday 4 December 2023** at the Parish Council Rooms, Chyanhale, Ponsmere Valley, Perranporth, TR6 0DB.

Amanda Lash
Parish Clerk
29 November 2023

Agenda

- 1) To **note** Councillors present.
- 2) To **receive** apologies and accept the reasons for any non-attendance.
- 3) To **receive** any declarations of interest on items on the agenda and note any dispensations granted.
- 4) To **receive** and **approve** the minutes of the Committee meeting held on Monday 6 November 2023.
- 5) **Public Participation.** Members of the public are invited to comment on matters within the parish relevant to this committee (15 minutes allowed).
- 6) To **note** items of correspondence from the Clerk and **receive** any updates from the last minutes.
- 7) To **approve** bank reconciliations for October/November 2023.
- 8) To **resolve** on purchase of Epson EH-TW5900 Projector and projector screen (second hand) from Mr S Coleman at a cost of £450.
- 9) To **resolve** on a donation to the Christmas Tree Festival.
- 10) To **resolve** on recommending to Council the Management of Property Portfolio and Disposal of Council Land Policy.
- 11) To **discuss** PPC investing in CCLA (currently 5.26%) and any recommendation to Council.
- 12) To **resolve** on a recommendation to Council to move:
 - (a) £100k from Lloyds rent account into the Lloyds 32 Day Notice account – at a rate of 2.60% (£2,600)
 - (b) £100k from Lloyds rent account into the Lloyds 95 Day Notice account – at a rate of 2.95% (£2,950)
- 13) To **note** the police station lease and **resolve** on the Clerk signing the Deed of Execution.
- 14) To **resolve** on the following grant applications:
 - (a) The Feel Safe Scheme £750
 - (b) The Good Companions (no fixed amount)
 - (c) 1st Goonhavern Brownies £350
 - (d) Perranporth Illuminations £5000
- 15) To **discuss** the following IT systems, resolve to make recommendations to Full Council together with further actions and associated costs
 - (a) Office suite - Microsoft 365 (£1757 plus Teams £118.08) or Google Workspace (£240). Awaiting a quote from C-Learning.
 - (b) Moving from RBS (currently £645 plus CITRIX £242) to Scribe (cloud-based financial management system) at a cost of £900, plus one-off onboarding fee of £719 (total £1,619) from 1 April 2024.

(c) Moving from Microsoft Payroll (monthly £82) to SAGE (cloud-based payroll system) at a cost of £50 per month from 1 April 2024.

16) To **resolve** to move from ITEC to Voipphone for handsets and telephone package (including support) at a cost of £576 per annum, plus one-off cost of £20.99 to port number. Includes free handsets.

17) To **resolve** on instructing Daryl Hill to carry out a feasibility study on the Bank and the Parish Offices at a cost of £1,575 plus VAT, to include an estimate of costs and what could be achieved in each building.

18) **Public Bodies (Admission to Meetings) Act 1960. In view of the confidential or special nature of the business about to be transacted, it is advisable that the press and public be excluded and instructed to withdraw during the discussions for the following items: Insurance claim, Lease/sensitive information.**

19) To **receive** a written report from the Property Manager regarding the Youth Hostel and make recommendations to Full Council.

20) To note the date of the next meeting: Monday 29 January 2024.