



Minutes – Finance & Operations Committee

Minutes of the meeting held at 7pm on Monday 6 November 2023 at the Parish Council Offices, Chyanhale, Ponsmere Valley, Perranporth, TR6 0DB

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

In attendance: Amanda Lash (Clerk), Cllr Boston

1. Apologies

None. 139/23/F&O

2. Declarations of Interest and Dispensations Granted

Cllr Higgins - Item 14 Library Refurbishments (non-pecuniary)

Proposed: Cllr Bowers **Seconded:** Cllr Yeo **unan** **140/23/F&O**

3. Minutes of the Last Meeting

It was resolved that the minutes of the last meeting on 2 October 2023 were a true and accurate record.

Proposed: Cllr White **Seconded:** Cllr Higgins **unan** **141/23/F&O**

4. Public Participation

1 member of the public attended.

5. Report from the Clerk

Query regarding insurance – higher because quotation does not come into the office until after the budget has been set. Will be increasing budget line this year due to claims. Fee for Women's World Cup received from Watering Hole Continuing to work through Risk Assessment, Risk Strategy, Transparency Policy and Publication of Information Policy. Should have policies to recommend to Council next month. Committees looking at relevant sections of the Risk Assessment. Daryl Hill meeting with Simon Grant Builders to discuss Unit 6 extension tomorrow. Seiners Wall. Buttress not owned by PPC, but likely never to find out who built it. Boundary Surveyor confirmed that its purpose is to protect the retaining wall of Seiners. Daryl Hill suggested contacting a structural engineer to give an opinion as to the best way forward to contribute to any costs to repair the buttress (without prejudice) to avoid lengthy legal proceedings. Will also be contacting structural engineer to look at ramp at the same time. Clerk started an application for \$106 money for skatepark in region of £91k. 142/23/F&O

6. To note monthly bank reconciliations for September and October 2023

September and October bank reconciliations were **noted** and signed. 143/23/F&O

7. Internal Audit Report

Noted. Clerk has already had a meeting with the Finance Officer to discuss changes and enhancements to internal control, including purchase orders, signing of invoices by Clerk/RFO and

a Councillor. Currently just authorised at point of payment without seeing actual invoice. Bank reconciliations will be a standard agenda item for F&O. New internal control form and suggest 2 different councillors every quarter. Risk management and assessment in progress. Allotment bid was picked up. Stated should have a business plan and consultation. Also, some expenditure over £5k authorised at Committee picked up. Must be ratified at FC. **144/23/F&O**

8. Financial Regulations 2023

It was **resolved** to recommend to Council to update the Financial Regulations and increase delegated authority of Clerk to spend up to £500. It was **noted** that new Financial Regulations Model will come into effect next year.

Proposed: Cllr Wyn Jones Seconded: Cllr Bowers 7 (1 abs) 145/23/F&O

9. Recommendations from Finance Officer – Lloyds Account to Nationwide Savings Account

It was **resolved** subject to Cllrs Byfield and Bowers reviewing the full account information prior to endorsing this recommendation to Full Council to move £100k from Lloyds Account to Nationwide Savings Account to earn extra interest. Clerk to find out about protection ahead of being ratified at Full Council.

Proposed: Cllr Bowers Seconded: Cllr Arthur unan 146/23/F&O

10. Recommendation from Finance Officer – Lloyds Account to Redwood Account

It was **resolved**, subject to Cllrs Byfield and Bowers reviewing the full account information prior to endorsing this recommendation to Full Council, to move £100k from Lloyds Account to Redwood Account to earn extra interest. Clerk to find out about protection ahead of being ratified at Full Council.

Proposed: Cllr Bowers Seconded: Cllr Arthur unan 147/23/F&O

11. Benchmarking Report for Car Parking

Report was noted. It was **resolved** to **recommend** to Council the following increases:

- (a) 1hr - £2 (increase from £1)
- (b) 2hrs -£4 (increase from £2.50)
- (c) Maximum Charge - £8 (from £5.50)
- (d) Week £42 (from £27.50)
- (e) Permits to stay the same (admin charge of £25)

Clerk to look into new signage/overlay costs.

Proposed: Cllr Byfield Seconded: Cllr Bowers unan 148/23/F&O

Due to issues with Projector to view the budget, order of agenda changed to address original agenda items 18 and 17. The numbering below reflects the new order.

12. Scaled Plans – Watering Hole

It was **resolved** to instruct Daryl Hill to draw up scaled plan of Watering Hole at a cost of £325 plus VAT to purchase base map and £260 plus VAT to annotate the plan.

Proposed: Cllr Byfield Seconded: Cllr Bowers unan 149/23/F&O

13. Festival Legal Agreement

It was **resolved** to instruct the Property Manager to liaise and agree with Tunes in the Dunes Ltd and the Watering Hole regarding the costs of appointing Stephens Scown to draw up a Festival Legal Agreement at a cost of up to £5,000.

Proposed: Cllr Byfield Seconded: Cllr Bowers unan 150/23/F&O

14. Budget 2024/25

The budget was **discussed** and Finance & Operations budget lines **recommended** to be discussed at Full Council. **151/23/8F&O**

15. Report on the Bank Expenditure

Report on expenditure to date was **noted**. Cllr Gaisford reported that quotes are being obtained to get it refurbished into a rentable condition to enable Council to discuss this option. Asbestos removed. Not a mundic building. Cllr Higgins would like to see PPC focus on providing more community assets for residents (e.g. youth facility) not just commercial assets. It was **resolved** to recommend spend up to £2,000 to decorate externally in the interim ahead of more discussions about the future of the Bank. Clerk to get quotations.

Proposed: Cllr Gaisford Seconded: Cllr Bowers 7(1 abs) 152/23/F&O

16. Library Improvements

It was **resolved** to approve library expenditure to purchase sofa, tub chair, coffee table and large rug for sandy toes, up to a budget of £1,172.

Proposed: Cllr Bowers Seconded: Cllr White unan 153/23/F&O

17. Transfer of Land, Unit 4, Perranporth Industrial Estate

It was **resolved** to instruct Paul Granville to undertake work to transfer the land up to £1,000.

Proposed: Cllr Gaisford Seconded: Cllr Arthur unan 154/23/F&O

18. Lease Work - Cligga

It was **resolved** to instruct Simon Powell to undertake the following work:

- (a) Unit 6 surrender of 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

Proposed: Cllr Bowers Seconded: Cllr Yeo unan 155/23/F&O

19. Finance & Operations – Risk Assessment

It was **resolved** to **approve** the F&O section of the Risk Assessment.

Proposed: Cllr Bowers Seconded: Cllr Higgins unan 156/23/F&O

20. Date of next meeting

4 December 2023

There being no further business the Chair closed the meeting at 9.03pm.

Items for next Agenda: YHA, Scribe, RBS, Google/Office 365

Signed:

Dated: