



Minutes – Finance & Operations Committee

Minutes of the meeting held at 7pm on Monday 4 December 2023 at the Parish Council Offices, Chyanhale, Ponsmere Valley, Perranporth, TR6 0DB

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

In attendance: Amanda Lash (Clerk), Cllr Rogers

1. To **note** Councillors present. 156/23/F&O

2. To **receive** apologies and accept the reasons for any non-attendance.
Cllr Wyn Jones, Bowers

Proposed: Cllr Yeo **Seconded:** Cllr Higgins unan 157/23/F&O

3. **Declarations of Interest and Dispensations Granted**
None. 158/23/F&O

4. **Minutes of the Last Meeting**

It was resolved that the minutes of the last meeting 6 November 2023 were a true and accurate record.

Proposed: Cllr Higgins **Seconded:** Cllr Yeo unan 159/23/F&O

5. **Public Participation**
None. 160/23/F&O

6. **Report from the Clerk**

Watering Hole plan drafted. Notice for Car Parking Order completed. F&O did not discuss annual overnight pass currently £290. Cllr Byfield would like to recommend to Council increasing this to £350 from £290. Clerk to investigate if Youth Hostel have permits.

Proposed: Cllr Byfield **Seconded:** Cllr Higgins unan 161/23/F&O

7. **To note monthly bank reconciliations for September and October 2023**

September and October bank reconciliations were **noted** and signed. Cllr White signed bank recs. 162/23/F&O

8. **Projector and Screen**

It was **resolved** to purchase a new projector at a cost of up to £600.

Proposed: Cllr Gaisford **Seconded:** Cllr Higgins unan 163/23/F&O

9. **Christmas Tree Festival**

It was **resolved** to donate £50 towards the running of the Christmas Tree Festival.

Proposed: Cllr Byfield **Seconded:** Cllr White unan 164/23/F&O

10. Management of the Property Portfolio and Disposal of Council Land Policy

It was **resolved** to recommend to Council the above policy. Thanks given to the Clerk. Cllr Byfield requested to read through 6, 7 and 8.

Proposed: Cllr Byfield Seconded: Cllr Gaisford unan 165/23/F&O

11. CCLA

Public Sector Deposit Fund for charities and public sector. They invest in stocks, shares. There is a risk. Could go up or down. Discussed as part of responsible investment opportunities. Committee members to visit ccla.co.uk to find out more. Defer until councillors have had a look on the website. Review as part of Investment Strategy 2024. **166/23/F&O**

12. Transfer of Funds

(a) It was resolved to move £100k from Lloyds rent account to Lloyds 32-day account.

(b) It was resolved to move £100k from Lloyds rent account to Lloyds 95-day account.

Clerk to instruct Finance Officer.

Proposed: Cllr Byfield Seconded: Cllr Arthur unan 167/23/F&O

13. Note police station lease and Clerk to sign Deed of Execution

It was **noted** and **resolved** that the Clerk can sign the Deed of Execution.

Proposed: Cllr Byfield Seconded: Cllr Arthur unan 168/23/F&O

14. Grants

The following grants were **discussed** and **resolved**:

(a) The Feel Safe Scheme – Would like more information on numbers of those who will benefit in the Parish. Defer.

(b) The Good Companions – £250

Proposed: Cllr Byfield Seconded: Cllr White unan 169/23/F&O

(c) 1st Goonhavern Brownies - £233.97

Proposed: Cllr Byfield Seconded: Cllr White 5 (1abs) 170/23/F&O

(d) Perranporth Illuminations - £5,000

Proposed: Cllr Arthur Seconded: Cllr Gaisford unan 171/23/F&O

15. IT systems (Cllr Byfield changed order – minutes reflect new numbering)

It was **resolved** to **recommend to Council**:

(a) Move from RBS to Scribe (cloud based) account management system at a cost of £900 per annum, plus one-off onboarding fee of £719 (total £1,619) from 1 April 2024.

Proposed: Cllr Byfield Seconded: Cllr Arthur unan 172/23/F&O

(b) Move from Microsoft Payroll to SAGE (cloud based) at a cost of £50 month

Proposed: Cllr Byfield Seconded: Cllr White unan 173/23/F&O

(c) Discussion regarding Google Workspace and office 365. Already on Google Workspace but not utilizing it. Pros and cons of both discussed. Clerk would like support and training for all staff and councillors whichever system is chosen. Office staff are used to 365. However, open to change if support and training provided. Google workspace subject to budget for training £1,500 and fit for purpose IT support.

Proposed: Cllr Byfield Seconded: Cllr Gaisford 3-2 (1abs) 174/23/F&O

(d) To move from ITEC to Voipphone (cloud based) at a cost of £48 per month, subject carrying out a speed test to ensure fit for purpose.

Proposed: Cllr Byfield Seconded: Cllr Arthur unan 175/23/8F&O

16. Daryl Hill Feasibility Study

It was **resolved** to instruct Daryl Hill to carry out a costing and feasibility exercise at 8 Boscawen Road and Parish Offices, at a cost of £1,575 per asset (total cost £3,150 plus VAT). Clerk to instruct.

Proposed: Cllr Gaisford Seconded: Cllr Byfield 3-2 (1abs) 176/23/F&O

Cllr Higgins left the meeting at 8.55pm

17. **Public Bodies (Admissions 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:
(Cllr Rogers allowed to stay).

Proposed: Cllr Byfield Seconded: Cllr Gaisford unan 177/23/F&O

18. **Youth Hostel**

It was **resolved** to instruct the Property Manager to meet with the Youth Hostel, as a matter of urgency and report back in order for a recommendation to be put to Full Council in January.

Proposed: Cllr White Seconded: Cllr Yeo unan 178/23/F&O

19. **Date of next meeting**
29 January 2024

There being no further business the Chair closed the meeting at 9.25pm

Signed: Dated: