



## Minutes – Finance & Operations Committee

### Minutes of the meeting held at 7pm on Monday 4 March 2024 at the Parish Council Offices, Chyanhale, Ponsmere Valley, Perranporth, TR6 0DB

**Present:** Cllrs Byfield, Bowers, Arthur, Gaisford, Hunter, White, Yeo

**In attendance:** Amanda Lash (Clerk), Cllr Rogers

1. To **note** Councillors present. **20/24/F&O**

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

**Proposed: Cllr Yeo      Seconded: Cllr White      unan      21/24/F&O**

3. **Declarations of Interest and Dispensations Granted**  
**None** **22/24/F&O**

#### 4. **Minutes of the Last Meeting**

It was resolved that the minutes of the last meeting 29 January 2024 were a true and accurate record.

**Proposed: Cllr Gaisford      Seconded: Cllr Yeo      5-0(2abs)      23/24/F&O**

5. **Public Participation**  
None. **24/24/F&O**

#### 6. **Report from the Clerk**

“Made” notice for Parking Order approved at Full Council today. Another 6-week period (for anyone to make an application to the High Court on the grounds that it is not within the powers contained in the RTA 1984). Will come into effect 1 May 2024. Bund/ramp - Contact made with Gardens Charities and Seiners Arms. Conversation had with Gardens Charities. Awaiting some dates for a meeting to discuss. Will be going out to tender for repair work this week as instructed by Full Council. Notification received from Cornwall Council regarding Compulsory Purchase Order on land at Ponsmere Valley. Clerk has written to advise of ongoing solicitor work to register this land, and previous agreement and Cornwall Wildlife Trust who would like to lease this piece of land. Watering Hole have agreed to queries raised (street wardens, increased WC provision, vape bin provision). Meeting tomorrow at 9.30am – Cllrs Bowers and Gaisford and Clerk attending. Phase 1 documentation received (risk assessment “Onboarding” training happening tomorrow with Scribe to move accounts from RBS. Hudson Accounting has requested and subsequently received various documentation ahead of year end audit. All in order and will be in touch after year end to timetable in Annual Governance and Accountability Review. Arrangements are being made to move containers ahead of Unit 6 work. National Grid have been contacted with regards to re-routing cable rather than moving the telegraph pole. Awaiting costs. Further quotation received for acoustic fencing. Awaiting image of fence.

**25/24/F&O**

7. **To approve monthly bank reconciliations for January/February**

Bank reconciliations were **approved** and signed. Cllr Gaisford signed bank recs.  
**Proposed: Cllr Gaisford      Seconded: Cllr White      unan      26/24/F&O**

**8. To resolve on invoice from PiranTech at a cost of £1,820 for migrating to Office 265 including licence costs**

It was **resolved** to pay PiranTech £1,820 for migrating to Office 365. Clerk to instruct and schedule for May once Scribe migration taken place.

**Proposed: Cllr Hunter      Seconded: Cllr Bowers      unan      27/24/F&O**

**9. To resolve on purchase of a laptop and monitor for new Administration Officer (including set up) at a cost of £995.96 plus £10 delivery and VAT**

It was **resolved** to pay Pirantech for a laptop and monitor with an extra budget allowance of £100 for larger monitor if needed.

**Proposed: Cllr Arthur      Seconded: Cllr Yeo      unan      28/24/F&O**

**10. To resolve on levelling out work for the relocation of container units for Unit 6 works up to a cost of £2,990 plus VAT**

It was **resolved** to move the containers and complete levelling up, up to a cost of £2990 plus VAT with the final plan to be approved by the Clerk and Chair. Clerk advised that this work will happen next week to enable Simon Grant Builders to start work.

**Proposed: Cllr Gaisford      Seconded: Cllr Arthur      unan      29/24/F&O**

**11. To resolve on the Grounds Team constructing the beach ranger hut at a cost of £1,350 plus VAT for materials**

It was **resolved** to instruct Grounds Team to build the Beach Rangers hut at a cost of £1,350 plus VAT. Hut to be sited beyond row of huts. Clerk to check supplementary lease.

**Proposed: Cllr Bowers      Seconded: Cllr Hunter      unan      30/24/F&O**

**12. To discuss amendment to Transfer Plan – Unit 4 Perranporth**

An additional line on the Transfer Plan was discussed. Solicitors advised that they had completed today. Cllr Byfield would like it noted that he feels this is an error.

**31/24/F&O**

**13. To review car parking in Chyanhale Car Park and agree on further actions and associated costs**  
Following discussion regarding the covenant on the land, and the potential users of the car park, it was **agreed** to put up signage “no unauthorised parking” x 4 signs up to a cost of £100.

**32/24/F&O**

*Cllr Yeo left the meeting.*

**14. To review emptying of dog bins on the beach and resolve on further actions and associated costs**

Cllr Byfield outlined history. Defer to PS&S for review. F&O recommendation would be to remove any dog bins from the beach and site larger bins by entrances to beach. It was **resolved** to review with Property Manager in July.

**33/24/F&O**

**15. To resolve on the following Policy and Procedure**

**It was recommended to Council to approve the following Policy and Procedure.**

**(a) Grants Policy and Updated Grant Application Form.**

Clerk’s suggested amendments were discussed and approved - make policy in line with Financial Regulations – Finance & Operations Committee approve grants up to £5,000. Full Council over £5,000. Remove period where grant applications can be submitted and need for presentations for grants over £1,000. Grant application amended (date) and now in Word format for people to complete.

**Proposed: Cllr Bowers      Seconded: Cllr Hunter      unan      34/24/F&O**  
**(b) General Reserves Policy**

This is a new policy. The Clerk explained that this policy was in line with advice given in the Joint Panel on Accountability and Governance Practitioners Guide (JPAG), March 2023.

**Proposed: Cllr Bowers                      Secoded: Cllr Gaisford                      unan                      35/24/F&O**

**16. To resolve on the following grant applications**

**(a) The Feel Safe Scheme £750 (updated information from previous meeting)**

It was **resolved** to grant £250. If there is sufficient evidence of addressing needs in the Parish, then will be happy to consider a larger amount next year.

**Proposed: Cllr Bowers                      Secoded: Cllr White                      unan                      36/24/F&O**

**(b) Perranzabuloe Improvements Committee £1,000.**

It was **resolved** to grant £500. If there is sufficient evidence of further improvements in Perranzabuloe as a result of the grant, then will be happy to consider a larger amount next year.

**Proposed: Cllr Byfield                      Secoded: Cllr White                      unan                      37/24/F&O**

**(b) Imagine If – Pain Café £5,480**

It was resolved to grant £500. If there is sufficient evidence of addressing needs in the Parish, then will be happy to consider a larger amount next year.

**Proposed: Cllr Byfield                      Secoded: Cllr White                      5-0 (1abs)                      38/24/F&O**

**17. To review documentation from Tunes in the Dunes: Security Operations Plan and Medical Plan**

Documentation was acknowledged. **39/24/F&O**

**18. 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:  
Sensitive Commercial Information/Contracts**

*Cllr Rogers allowed to stay in the room for discussions.*

**Proposed: Cllr Byfield                      Secoded: Cllr Bowers                      unan                      40/24/F&O**

**19. To resolve on the peppercorn rent for the Car Park (units 2,3,4 Cligga Industrial Estate)**

It was **resolved** on a peppercorn rent.

**Proposed: Cllr Bowers                      Secoded: Cllr Byfield                      unan                      41/24/F&O**

**20. To discuss unit 7 correspondence and resolve on a response**

**Defer** until further information from Unit 7. Clerk to arrange a property update meeting with Property Manager and members of the Finance Committee online.

**21. To discuss the Youth Hostel and any updates from the Property Manager**

**Defer.** Clerk to arrange a property update meeting with Property Manager and members of the Finance Committee online.

**22. To discuss correspondence from the Property Manager regarding Phase III Development Conditions, Watering Hole**

**Defer.** Clerk to arrange a property update meeting with Property Manager and members of the Finance Committee online.

**23. Date of next meeting**

15 April 2024

There being no further business the Chair closed the meeting at 8.45pm.

Signed: .....

Dated: .....