# Minutes – Finance & Operations Committee

## Minutes of the meeting held at 7.00pm on Monday 7 April 2025 at the Parish Council Offices, Chyanhale, Ponsmere Valley, Perranporth, TR6 0DB

**Present:** Cllrs Byfield, Arthur, Bowers, Rogers, White, Yeo

**In attendance:** Amanda Lash (Clerk)

1. **To note** Councillors present.
Noted. **58/25/F&O**

2. To **receive** apologies and accept the reasons for any non-attendance
Cllrs Gaisford, Higgins & Hunter
It was **resolved** to accept reasons for non-attendance.
**Proposed: Cllr Bowers** **Seconded: Cllr Yeo** **unan** **59/25/F&O**

3. **Declarations of Interest and Dispensations Granted**
Cllr Arthur – Items 10, 11 (5b – non registerable interest)
Cllr Rogers – Item 15 (new item 16) (5b -non registerable interest)
**Proposed: Cllr Yeo** **Seconded: Cllr Bowers** **unan** **60/25/F&O**

4. **Minutes of the Last Meeting**
It was **resolved** that the minutes of the last meeting 3 March 2025 were a true and accurate record.
**Proposed: Cllr White** **Seconded: Cllr Bowers** **unan** **61/25/F&O**

5. **Public Participation**
None. **62/25/F&O**

6. **To note items of correspondence from the Clerk and receive any updates from the last minutes**

Community Levelling Up Programme (CLUP) grant application for the Bank and the Youth Hub has been prioritised. Clerk waiting on any supplementary questions. Will get a decision from Cornwall Council hopefully by mid-May. CALC have updated the Model Standing Orders to ensure compliance with new procurement legislation. These have been amended and will be adopted at the Annual Meeting of the Council on 12 May. The Joint Panel on Accountability and Governance (JPAG) has been replaced by the Smaller Authorities Proper Practices Panel Practitioner's Guide (SAPPP). This Panel supports the preparation of statutory accounting and governance statements found in the Annual Governance and Accountability Return. The only action required is to have an IT Policy. Clerk has drafted this for the Full Council meeting in April, so that it starts the new financial year with this in place. The Annual Governance and Accountability Review (AGAR) paperwork has been received. Clerk working with the Internal Auditor and Finance Officer to complete ahead of last meeting of this Council on 22 April. The Parish Council has again been selected to require an intermediate audit. Relyon will be collecting cash from the car parking machines from Tuesday 22



Signed: ..... Dated: 21/6/25

April. Street Trading draft policy and application form will be discussed at PS&S (as both committees have discussed this), in order for a recommendation to be put to the new Council in May. This should allow applications to be approved immediately after the May meeting for a June start. No expressions of interest received as yet for the coffee opportunity at the Skatepark. Closing date 15 April. **63/25/F&O**

7. **To approve bank reconciliations for February and March 2025**
   It was **resolved** to approve bank reconciliations for February and March. It was **noted** that annual bank statements have not been received but figures are correct.
   **Proposed: Cllr White** **Seconded: Cllr Bowers** **unan** **64/25/F&O**

8. **To note the grant monitoring forms for:**
   (a) Perranporth Football Club
   (b) Perranporth War Memorial Hall
   **Noted.** **65/25/F&O**

9. **To resolve on the proposed kitchen works at the Football Club, and any further actions and associated costs.**
   Details were distributed via email. Property Manager does not see a need for any licence for alterations. No further actions required.
   It was **resolved** to approve the kitchen works at the Football Club.
   **Proposed: Cllr Byfield** **Seconded: Cllr Bowers** **unan** **66/25/F&O**

10. **To resolve on granting permission for the Rugby Club to begin the planning process for their proposed alterations**
    It was **resolved** to grant permission for the Rugby Club to begin the planning process for their proposed alterations.
    **Proposed: Cllr Bowers** **Seconded: Cllr Byfield** **5-0** **67/25/F&O**

11. **To resolve on instructing Simon Powell to draft the Licence for Alterations for the Rugby Club works should the planning application be successful, at a cost of between £400 and £600 plus VAT**
    It was **resolved** to instruct Simon Powell to draft the Licence for Alterations for the Rugby Club should works proceed at a cost of between £400 and £600 plus VAT.
    **Proposed: Cllr Byfield** **Seconded: Cllr Bowers** **5-0** **68/25/F&O**

12. **To review the Data Protection Policy and resolve to recommend to Council adopting the policy (no changes)**
    It was **resolved to recommend to Council** adopting the Data Protection Policy.
    **Proposed: Cllr Bowers** **Seconded: Cllr Yeo** **unan** **69/25/F&O**

13. **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: Sensitive commercial information**
    No public to exclude. **70/25/F&O**

14. **To receive a written update from Simon Powell regarding Unit 1 and resolve on any further actions and associated costs**



Signed: …… Dated: ……

Clerk informed committee that the bailiffs put a notice on the Unit on 4 April 2025. Email distributed this afternoon. Tenant has until Saturday 19 April to remove contents. Padlock has been changed. Clerk to liaise with MV Services regarding clearing.
It was **resolved** to delegate authority to the Clerk to instruct MV services to clear up to a cost of £500.
**Proposed: Cllr Arthur** **Seconded: Cllr White** **unan** **71/25/F&O**

***Chair moved item 16 to 15. Minutes reflect numbering.***

15. **To receive an update on the Seiners Wall and resolve on any further actions and associated costs**
Clerk gave a verbal update and distributed legal advice ahead of the meeting.
It was **resolved** to continue our position that there is no liability on the council and legal advice supports this. No further action.
**Proposed: Cllr Byfield** **Seconded: Cllr Rogers** **unan** **72/25/F&O**

16. **To discuss the YHA Lease and resolve on any further actions and associated costs**
Cllr Byfield spoke to this item and summarised previous discussions. Original discussions were to have no reassignment or underletting. Contract outside L&T Act. No break clause. Fixed 9 years and no option to renew in order for PPC to have full control of leases. Solicitors and Property Manager recommended an option to renew as without a break clause.

It was **resolved** to instruct the Clerk to liaise with solicitors – no break clause, no reassignment or underletting, no option to renew. Withdraw Schedule 1. Fixed term 9 years, however delegate authority to Clerk to reduce to 6 years if preferable.

**Proposed: Cllr Yeo** **Seconded: Cllr Byfield** **3-0(2abs)** **73/25/F&O**
*Cllr White requested a recorded vote:* *Cllrs Bowers and White (abstained)*
*Cllrs Arthur, Byfield, Yeo voted in favour*
*Cllr Rogers did not take part in vote (non-registerable interest)*

17. **To note the date of the next meeting Monday 2 June 2025** **74/25/F&O**

There being no further business the Chair closed the meeting at 8.17pm



Signed: ..... Dated: ...2/6/25.....