**MEETING NO. ….**

**Minutes of the FEOCK PARISH COUNCIL FINANCE & GENERAL PURPOSES MEETING held on Thursday 16th June 2016 at the Parish Council Office, Devoran at 6.30pm**

WARDS CARNON DOWNS DEVORAN FEOCK

M Kemp P Lightfoot R Andrew

R Richards

 I MacDonald

In attendance: Debra Roberts, Parish Clerk & Responsible Finance Officer

CHAIRMAN: Councillor Kemp

**1. INTRODUCTION**

The Chair welcomed everyone to the meeting, and confirmed the meeting was quorate as there were three members in attendance.

**2. APOLOGIES**

Apologies has been received from Cllr Lightfoot.

**3. APPROVAL OF MINUTES OF THE MEETING HELD ON 10th MARCH 2016**

**RESOLUTION: CLLR RICHARDS PROPOSED THAT THE MINUTES OF THE MEETING HELD ON 10th MARCH 2016 AS CIRCULATED BY THE CLERK BE CONFIRMED AS A TRUE RECORD, AND SIGNED BY THE CHAIRMAN. THIS WAS SECONDED BY CLLR LIGHTFOOT AND WAS CARRIED BY THE MEETING.**

It was agreed to review the Assistant Clerks hours Review Debbie’s hours at the April Parish Council meeting to take into account the reduction in evening meetings.

**4. DECLARATIONS OF INTEREST**

Cllr Andrew gave the following statement:- “I (Cllr Andrew) declare an interest in planning matters related either directly or in proximity to my land and property in Feock. For the public record, I am an employee of Cornwall Council working on the Localism Agenda. I have been advised by the Monitoring Officer that as a Parish Councillor I have no personal interest in the Neighbourhood Planning Agenda and related issues. However, if during the course of discussions issues are discussed of which I have a personal involvement it may be appropriate to leave the meeting and take no further part in the debate and for it to be recorded in the minutes”

**5. PUBLIC PARTICIPATION**

There were no members of the public present.

**6. CLERKS REPORT ON MATTERS ARISING FROM PREVIOUS MEETING**

The Clerk advised that the Public Works Loan partial repayment had now been made.

**7. FEOCK READING ROOM UPDATE**

The bat survey had now been completed and SMT Associates had sent this on to Cornwall Council. The Clerk and Cllr Richards would chase up Cornwall Council urgently for confirmation that planning permission would be granted now the bat survey had been completed.

Cllr M Kemp advised that there were 3 options as to how to dispose of the property.

1. Sell through conventional estate agent
2. Sell through public auction
3. Sell through private treaty (agent contacts interested parties, invites offers with guide price) If we do not get good offers then this goes to a sealed bid process.

It was noted that the previous parish premises had been sold through the sealed bids process and a very good price had been achieved.

Lillicrap Chilcott Estate Agents had suggested a value of up to £225K as it is with planning permission and £400K if developed and sold.

Simon Milnes Estate Agents had suggested a value of £125K - £150K with planning permission as is and if developed between £320 to £330K

Lodge & Thomas had suggested a public auction as the best route and then if not sold through sealed bids.

We could not develop the property ourselves as we did not have the General Power of Competence.

It would cost the region of £125K to redevelop and it had been agreed previously by the full Council to sell as it is with planning permission.

**RESOLUTION: CLLR RICHARDS PROPOSED THAT LILLICRAP CHILCOTT OFFER THE PROPERTY ON THE MARKET UNTIL MID SEPTEMBER AND IF NOT SOLD THEN RE-CONSIDER, CLLR ANDREWS SECONDED AND CARRIED BY THE MEETING. THIS RECOMMENDATION WOULD BE MADE TO FULL PARISH COUNCIL FOR AUTHORISATION ON 4TH JULY 2016.**

8. **BUDGET V ACTUAL REPORT**

The Clerk had circulated the budget v actual report prior to the meeting and advised that the Assistant clerk was working on getting the budget into Clearbooks so that reports could be printed more easily.

9. **YOUR CHOICE FUNDING CRITERIA**

It was agreed that it be suggested that groups could only apply for 2 years running on the basis that they had been successful and received funding, if they had not been successful for 2 consecutive years they could apply again in year 3. Agreed to include in the criteria that the amount of funding awarded is at the discretion of the Parish Council and based on the number of public votes received.

Groups applying also needed to include a breakdown of how they have arrived at the cost in their application.

A maximum figure being applied for should be set, ie. £400 to one group.

The Parish Council will then decide how much to award each group based on number of votes and impact on the residents of the parish.

The successful 2 years running criteria will come into effect from 2017/18 applications.

Voters must also live in the Parish.

10. **LOCAL TARNSPORT SCHEME**

Volunteer drivers would now be paid via BACS following the recommendation of the Internal Auditor.

11. **REVIEW STANDING ORDERS**

It was agreed to put the recruitment of an Apprentice on the full Parish Council agenda.

The Clerk would draft new Financial regulations and Standing Orders to brings ours up to date with latest legislation.

**Resolution: CLLR ANDREW PROPOSED THE CLERK INVESTIGATE APPRENTICESHIP ROLE INCLUDING A COLLEGE COURE, THE CLERK TO MAKE A PROPOSAL FOR FULL PARISH COUNCIL TO AGREE.**

12. **OFFICE HOURS**

**RESOLUTION: CLLR RICHARDS PROPOSED WE TRIAL OPENING EACH DAY FROM 10AM TO 1PM TO GIVE THE STAFF TIME TO GO OUT ON SITE VISITS ON A 6 MONTH TRIAL, SECONDED BY CLLR M KEMP AND CARRIED.**

13. **FINANCIAL RISK ASSESSMENT**

The Clerk advised we should look at having a full Risk register to include health and safety risks.

**RESOLUTIN: CLLR ANDREW PROPOSED THAT THIS BE REVIEWED TO INCLUDE HEALTH & SAFETY, SECONDED BY CLLR LIGHTFOOT AND CARRIED.**

Cllr Andrew suggested that we add in ‘External grant received – accurate record to be kept in the event that funder wants to see evidence of spend’

14. **REVIEW ALLOCATIONS OF RESERVES**

The Clerk would clarify with Steve Hudson why need to do this.

There being further business the meeting closed at 8.40pm.