

## MEETING NO. 1093

### Minutes of the FEOCK PARISH COUNCIL MEETING FINANCE & GENERAL PURPOSES COMMITTEE held on Tuesday 24<sup>th</sup> February 2015 at The Parish Council Office at 7.00 pm

#### Members Present:

M Kemp (Carnon Downs)  
R Andrew (Feock)  
D Kiernander (Devoran)

#### In Attendance:

Debra Roberts, Parish Clerk & Responsible Finance Officer  
No members of the public were present

**CHAIRMAN: Councillor M Kemp**

#### 1. INTRODUCTION

The Chairman welcomed everyone to the meeting.

#### 2. APOLOGIES

Councillor West had sent her apologies for the meeting.

#### 3. DECLARATIONS OF INTEREST

Cllr Andrew made the following declaration of interest 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"

#### 4. PUBLIC PARTICIPATION

There were no members of the public present at the meeting.

#### 5. MINUTES OF PREVIOUS MEETING HELD ON 20<sup>TH</sup> NOVEMBER 2014

**RESOLUTION: Cllr Andrew proposed that the minutes of the Finance and General Purposes Committee meeting held on 20<sup>th</sup> November 2014, as circulated by the Clerk, be confirmed as a true record, and signed by the Chairman. This was seconded by Cllr Kiernander and was carried by the meeting.**

#### 6. MATTERS ARISING FROM THE PREVIOUS MEETING

The Clerk had circulated an update to all members of the Committee prior to the meeting.

##### **Insurance contributions from Market Hall tenant**

A meeting had been held with the tenant regarding the cover the insurance policy provided and his concerns have been resolved. The tenant has paid the outstanding insurance contribution money and the other tenant will be paying this shortly.

##### **Cambridge Building Society account (Reserve account)**

The account has been set up and a cheque has been written for £22,451.32 to transfer the money from the Lloyds reserve account to Cambridge Building Society account.

**Audit timetable**

The internal auditor has been contacted and the Clerk will arrange a date for the start of the internal audit once the External Auditors have advised the date they require the audit to be completed by, last year this was 30<sup>th</sup> June, with the full audit being completed by the end of August.

One action outstanding is the need to complete a financial risk assessment before the end of the year which will be completed.

**Vacancies for Councillors**

A notice of vacancy will be issued for the Devoran Ward on Wednesday 25th February to replace Claire Carter and residents have until 17th March to request an election. If not enough people come forward then the Parish Council can co-opt a new member after advertising the vacancy. There is currently a vacancy for Feock ward and a possible candidate for co-option has come forward. Members of the public could be co-opted onto Committees to give advice in specialist areas without having to be elected members, they would not be able to vote or count as Councillors to make a meeting quorate.

**ACTION: CLERK TO CHECK HOW NUMBERS OF COUNCILLORS FOR EACH WARD WAS DECIDED****External funding**

British Heart Foundation

The Parish Council have been successful in our application for two part-funded Defibrillators from the British Heart Foundation, at a cost of £400 each. The CPR training pack has been delivered. The Emergency Responder in Devoran has advised that he only carries a defibrillator when he is on duty and does not have one all the time. The Parish Council needs to confirm where to site the defibrillators. The adoption of the Market Street BT phonebox is progressing. There was a local consultant who may be able to oversee the CPR Training, Clerk to contact.

**Cory Environmental (Devoran Park access work)**

The funding application was not considered at the last Cory funding panel meeting as the agenda was full. They have requested updated quotations for the work and for these to be supplied by 17th April for their next panel meeting on 27th April and the Clerk will provide these.

**West Briton Community Cashback voting (Devoran Park play equipment)**

If successful we will receive £500 towards play equipment, which the Parish Council will match fund. Voting closes tomorrow. A number of paper votes from school and through the office and pre-school have been delivered to the West Briton office.

**Awards for All (Lottery funding) – possible funding for Devoran Park play equipment**

The Parish Council are eligible to apply for this funding and the Clerk has requested that the Access & Amenities Committee confirm if they wish to apply for £10K for play equipment.

Grants are available between £300 and £10,000 to voluntary, community, schools, health body or parish/town councils, but they will not fund projects related to Arts, Sports or Heritage as these are covered by other grants, or building/refurbishment/landscaping projects costing more than £25K inc VAT. 4 months needs to be allowed before starting work. It can take up to 10 weeks for a decision to be made after application is submitted and the project needs to be completed within 12 months of the funding being awarded.

There was also further funding through Locality that had recently been launched and the Clerk would investigate this.

**ACTION: THE CLERK TO CONTACT DCLG REGARDING FUTURE FUNDING OPTIONS**

## 7. FINANCIAL UPDATE

The Clerk gave the following update.

Income	£138,973
Expenditure	£95,041
Balance	+£43,931

The Local maintenance partnership money now received from Cornwall Council (footpath maintenance) £2864.00

The Clerk projected that at the end of March there would be a surplus of approx. £12K from this years budget.

Bank balances as at 23/02/15

Current account £107,864.88 (true balance £57,864.88)  
(includes £50K bond which is being transferred to Close Bros)

Reserve account £22,451.32 (to be transferred to Cambridge B Society)

Market Hall sinking fund £475.11

Sinking fund balance comprises of £400 from Parish Council (£100 a month for Dec, Jan, Feb & March) and £75 (3 months Dec, Jan and Feb) from first upstairs tenant.

Sinking fund annual contributions agreed to be paid from 1st December 2014 were £1200 from the Parish Council and £600 from Market Hall upstairs occupiers.

## 8. STAFFING UPDATE

The Clerk advised she had completed an analysis of hers and the Assistant Clerks hours. The Clerk was contracted for 30 hours a week which was spent in the office, this meant that any additional evening meetings (projected at 70 hours per year) were being accrued as flexi time, due to the workload this meant that she was trying to take this time off as well as her annual leave which meant that she was in the office for less time which was not practical. If the Council could pay her an additional 2 hours a week costing the Council approx. £1500 a year this would reduce the flexi hours she was accruing and therefore she would be in the office more and would be able to take her annual leave entitlement within the leave year, with minimal flexi hours being accrued.

The Clerk had 24.8 hours flexi and 45.5 hours annual leave remaining to be taken by the end of March. The Assistant Clerk had 9.65 hours flexi and 21.55 hours annual leave. It was agreed for the staff to be allowed to carry these balances over into the next leave year.

**RESOLUTION: CLLR KEMP PROPOSED THE CLERKS CONTRACTED HOURS BE INCREASED BY 2 HOURS A WEEK FROM 1<sup>ST</sup> APRIL 2015 TO 32 HOURS A WEEK, AND THIS BE RECOMMENDED TO THE FULL COUNCIL FOR APPROVAL, THIS WAS SECONDED BY CLLR ANDREW AND CARRIED BY THE MEETING.**

## 9. AGREE DRAFT BUDGET & PROJECTS FOR PRESENTATION TO FULL COUNCIL ON 3<sup>RD</sup> MARCH 2015

The Clerk had circulated to the Committee the draft budget and list of potential projects from the Council prior to the meeting.

The list of projects was discussed the following amounts agreed for inclusion in the project budget and recommendation to the Full Council.

The Clerk circulated details of the Quality Council Scheme which she recommended we apply for as it would give the public confidence in the Council and also assist to show good practice when applying for external funding.

There were reserves of £22,500 in bank with a potential surplus of £12,500 remaining at the end of this financial year.

Greenbank Road pedestrian walkway – more details needed. The Clerk had arranged for Cormac to dig back the verge in one place to see how far back this goes, she would let Cllr Shankland know when this was happening so that he could attend and then Cormac could advise on costs and practicalities.

Devoran Park - £10K allocated

Play equipment painting in Retallack Park - £500

Carnon Gate roundabout refurbishment - £5000 subject to securing sufficient sponsorship for ongoing maintenance

Lengthsman scheme - £1250 including strimming around pump and seat on Old Tram Road and A39 grass verge cutting.

Signs arising from risk assessments - £250

Volunteer car scheme/transport scheme - £2500

Micro Library - £500

BBQ point in public spaces – £1500

Quality Council Status - £150

Carnon Downs Bus shelter seat - £200

**Total of £21,700**

The original list had been reduced by £5800.

**RESOLUTION: CLLR KIERNANDER PROPOSED THE FIGURES DETAILED BE RECOMMENDED TO THE FULL COUNCIL FOR APPROVAL IN THE BUDGET FOR 2015/16, THIS WAS SECONDED BY CLLR ALLEN AND CARRIED BY THE MEETING.**

#### **UNDER THE S100A LOCAL GOVERNMENT ACT 1972 (as amended) MEMBERS OF THE PUBLIC LEFT THE MEETING**

There were no members of the public present.

#### **10. FEOCK READING ROOM DEVELOPMENT OPTIONS**

The Clerk advised that a member of the public had asked if it would be possible to rent it on a short term basis until it was developed. It was agreed to let the member of the public view it but to ensure they were aware of the damp issue and the asbestos contained in it.

The Chairman advised that there were three options.

1. Retained ownership option
2. Redevelop ourselves and sell freehold
3. Sell as it is to a developer.

Option 1 was not financially viable.

Cllr Kiernander commented that provided everyone was in agreement he would suggest that we agree to redevelop the property ourselves. The Chairman commented that although the easiest and least risky option was selling it as it was to a developer, he felt the Parish Council should have a social objective and if we did sell to a developer there was little doubt that the property would end up as a holiday home.

The Chairman had met with several architects and the best option to optimise the return was to develop it into 2 dwellings on 2 floors, 1 x 1 bedroom unit and 1 x 2 bedroom unit. We would not need to borrow any money as the second bond (£150K) was maturing in November and the first (£50K) had already matured, this would fund the development.

The Chairman felt we should be recommending we go down the redevelopment route to the Full Council and ask at the next meeting for their approval. The project should be managed by the Finance & General Purposes Committee with the Full Council being presented with the final plans. Three tenders would be need to be sought both for architects (to include project management) and builders. The architects would be asked to give a presentation to the Finance & General Purposes Committee their proposals and fees for the work.

It was envisaged it would take between 6 to 8 months to complete the work and aim to start building work in August this year, with planning permission being sought as soon as possible. A separate project budget would need to be drawn up for the project.

There was a discussion regarding putting a covenant on the property, this would narrow the market but the main aim was to reduce the risk of it becoming a holiday home. Cllr Andrew had some concerns that we would be incurring costs without a return for some time. It was agreed to allocate £5000 for initial project costs in the 2015/16 budget.

**RESOLUTION: CLLR ANDREW PROPOSED THAT THE RECOMMEND TO REDEVELOP THE PROPERTY INTO 2 DWELLINGS BY THE PARISH COUNCIL TO BE SOLD ON THE OPEN MARKET BE MADE AT THE PARISH COUNCIL MEETING IN MARCH, THIS WAS SECONDED BY CLLR KIERNANDER AND CARRIED BY THE MEETING.**

There being no further business the meeting closed at 8.35 pm.

**DATE OF NEXT MEETING: TBA May 2015, Parish Council Office at 7.00pm**