

*St Endellion Parish Council*

Finance and Car Park Committee Meeting

Held 21 August 2013

Church Rooms, Port Isaac

Present : Cllr M Coles (Ch)  
Cllr M Bell  
Cllr D Phelps (Part time – NC)  
Cllr D Raynor

Also Present : Mrs E M Banfield (Parish Clerk)

1.	<b>Housekeeping :</b> Cllr Coles reminded those present of Emergency Procedures, location of WC's and that there were no local hazards.	
2.	<b>Apologies for Absence :</b> Cllr Philp had e mailed apologies which were not picked up prior to the meeting commencing.  Mrs Banfield explained that although the agendas had been circulated to all Members of the Council, in order that they could attend if they wished, it was intended for Committee Members in the first instance and there was no need for those not on committee to either attend or submit apologies.	
3.	<b>Declarations of Interest :</b> None	
4.	<b>Public Forum :</b> None present	
5.	<b>Executive Powers :</b> Members discussed the need for the Clerk, Chairman and Deputy to spend outside of the jurisdiction of the Council meeting and whether the Clerk would need to consult.  It was noted that such Power was included in the Council's Financial Regulations (3.4) and the guidance within should be followed in that the Clerk could spend up to £200 for necessary work (extreme urgency) and advise the Council as soon as practicable thereafter  The definition of 'Urgent Work' was defined as being of a Health and Safety matter or a matter which if not addressed would cause embarrassment or legal issues for the Parish Council.	
6.	<b>Executive Powers :</b> Members agreed that the content of this agenda item had been covered in item 5. Above.	
7.	<b>Petty Cash :</b> Further investigation had shown that the Financial Regulations (6.5a) agreed on 13 October, included for a petty cash reserve of £50 to be held by the Parish Clerk to cover the purchase of sundries (stamps etc). It was noted by Members that to date this had not been practiced but that Mrs Banfield would be doing so once a cheque could be signed. A postage record book and petty cash book would be kept and submitted for audit. It would be necessary for the first payment to Petty Cash to be £100 to cover the cost of stamps	

	already purchased (£48) and for the remainder to be held and 'topped up' as and when required.	
8.	<p><b>Purchase of Reference Book :</b> Mrs Banfield asked that an up to date copy of the publication 'Local Council Administration' version 9 be purchased; the copy currently held is version 5.</p> <p>So proposed Cllr Coles and Seconded by Cllr Raynor</p> <p>Mrs Banfield queried membership of SLCC and whether the previous Clerk had been supported. Members asked Mrs Banfield to include this matter on the Council agenda as a separate matter</p>	<p><b>Recommended</b></p> <p><b>Full Council agenda</b></p>
9.	<p><b>Grant Application :</b> An e mail had been received requesting support for a cycle trip to Peru to raise funds for Mount Edgumbe Hospice.</p> <p>Members concluded that as a public body, whilst able to support local charities directly if they wished, it was felt that direct grants to the Hospice only, could be approved.</p> <p>Mrs Banfield was requested to send a polite letter of refusal. So proposed Cllr Coles and Seconded by Cllr Raynor</p> <p><i>Cllr Phelps arrived at 7:10pm</i></p>	<p><b>Recommended</b></p>
10.	<p><b>Public Works Loan Board – Car Park Loan :</b> Cllr Coles distributed accounts sheets to Members to explain the Financial situation to date and projections to the end of the year. Members noted that the figures were healthy and on track.</p> <p>Members discussed what was still required to complete the work and whether the £40,000 still available from PWLB was needed. It was noted that the money borrowed could only be used for the intended work. Planting work is still outstanding but such costs are covered without the need for the outstanding amount.</p> <p>Having given due consideration to this matter, Members concluded that the £40,000 is not required and therefore notification should be made to the PWLB, the result being a reduction of total borrowed and burden on the public purse. So proposed Cllr Coles and Seconded by Cllr Bell</p>	<p><b>Recommended</b></p>
11.	<p><b>Review of Invoice from PDP Green :</b> Cllr Bell reminded Members of the reason for this invoice and further explained that he is still in discussions with the company. It is hoped that a satisfactory conclusion will be reached and reported to Full Council in September.</p>	
12.	<p><b>Car Park Income :</b> Mrs Banfield advised that she had contacted the bank with regard to the cash banked on 20 August and the income received agrees to the penny with the information from ASP.</p> <p>Members expressed concern regarding the regularity with which the cash is being deposited. Cllr Coles will speak to the operators.</p>	<p><b>Cllr Coles</b></p>
13.	<p><b>Review of the Overall Financial Position of the Parish and Car Park Project :</b> Dealt with in item 10.</p>	
14.	<p><b>VOA Business Rates Assessment :</b> Cllr Bell had drafted an e mail to</p>	

	<p>the Case Officer which had been copied to Members prior to the meeting. Members discussed the content of the letter and agreed it was in order.</p> <p>Cllr Bell told Members that in order to progress this matter without further delay, with their agreement he would forward the letter by e mail the following day with a copy of the layout and location plan.</p> <p>So proposed Cllr Coles and Seconded by Cllr Raynor</p>	<b>To be RATIFIED at Full Council.</b>
15.	<p><b>Deferment of £30,000 Cormac</b> : Members discussed whether it was necessary to request deferring this amount noting that to do so would cushion the forecast especially with regard to the Business rates.</p> <p>It was proposed by Cllr Bell and Seconded by Cllr Raynor to Recommend to Full Council that Cormac be asked to defer this payment to next year.</p>	<b>Recommended</b>
16.	<p><b>Car Park Planting</b> : Members noted that no quotes had been obtained to date and that the planting season may be over.</p> <p>A full discussion followed during which Cllr Phelps was asked to give his thoughts and opinions with regard to suitable plants and planting.</p> <p>It was agreed that the best way forward would be to draft a specification and apply to the Planning Department for approval with regard to the changes which could include at least one area of wild flower seeding. Cllrs Bell and Phelps would work on finding suitable plants for exposed coastal areas and working such plants into the layout plans. So proposed Cllr Coles and Seconded by Cllr Bell</p> <p>It was noted that the area will be hydra-seeded in the next month after weed spraying.</p>	<b>Cllrs Bell and Phelps Recommended</b>
17.	<p><b>Parking Places Order</b> : Members discussed a PPO for the Council and a Parking Policy. Mrs Banfield to draft both and the matter to be discussed at the next Council Meeting. It was noted by Members that this work would incur extra hours into the monthly average for Mrs Banfield. Members agreed that for the work to be done, in the time required, extra hours would be necessary and paid accordingly.</p> <p>Referring to complaints received, it was suggested that lockable bollards be placed in the flat, earth covered area which gives access to the grassed area for mowers, as several motorists were viewing this as a parking space resulting in them incurring a PCN. This will be looked at when the seeding is carried out.</p> <p>Members discussed at length, the issues of on-street parking, noting that changes to 'yellow lines' would need a change to the 'Order' at quite some cost which Cornwall Council is not willing to cover. Members agreed that the School Governors, Doctor's Surgery and South West Housing must make their own cases for double yellow lines to Cornwall Council; the Parish Council's input to each would be to support those applications.</p>	<b>Next Council Agenda</b>
18.	<p><b>Naming of Car Park</b> : Cllr Coles told Members that there has been confusion with the public not understanding the signage in place currently advising to go to the Parish's car park which appears to be</p>	

	<p>variously named. The signs need to be standardised and the new car park needs to be named properly. It was agreed that 'The Main Car Park' be given as the official name. So proposed Cllr Coles and Seconded by Cllr Raynor</p> <p>Signs to be amended in the Car Park when the PPO is completed.</p> <p>The Council will purchase a new sign for outside the New Road car park 'When Full – use The Main Car Park' So proposed Cllr Bell and Seconded by Cllr Raynor</p> <p>The Harbour Commissioners to be asked to fund a sign advising 'Beach Car Park Closed' Cllr Bell proposed and Cllr Raynor seconded that the Parish Clerk write to the Harbour Commissioners</p>	<p><b>Recommended</b></p> <p><b>Recommended</b></p> <p><b>Recommended</b></p>
19.	<p><b>Terms of Reference</b> : It was noted that this meeting, consisting of both Committees had been held with the same Members on the same evening, discussing matters which crossed over. It was therefore suggested that it continue as the Finance and Car Park Committee and TOR's should reflect that. The number of Members could be increased if necessary and the TOR's should reflect the quorum. So proposed Cllr Bell and seconded by Cllr Coles.</p>	<p><b>Recommended</b></p>
20.	<p><b>Items/Matters for next agenda</b> : Only those matters listed herein for hearing at Full Council.</p>	
21.	<p><b>Correspondence</b> : Only those e mailed items circulated to Members prior to the meeting for info only.</p>	
22.	<p><b>Date of Next Committee Meeting</b> : 23 September 2013 – time and venue to be advised.</p>	

Signed : .....

Date : .....

NC – Non Committee Member

