

St Endellion Parish Council

Finance and Car Park Committee Meeting

Held 19 February 2014 at 6:30pm

Port Isaac CP School (Library)

Present : Cllr M Bell
Cllr D Philp
Cllr D Raynor (Dep Ch)

Apologies : Cllr M Coles (Ch)

Also Present : Mrs E M Banfield (Parish Clerk)
Cllr A Penny (Part Time)

1.	Housekeeping : Cllr Raynor reminded those present of Emergency Procedures, location of WC's and that there were no local hazards.	
2.	Apologies for Absence : Cllr Coles (Personal)	
3.	Declarations of Interest : None	
4.	Public Forum : None present	
5.	Matters Arising from the last meeting : None	
6.	<p>Playing Equipment : Cllr Raynor reminded Members of the amounts of funding placed in the Precept (Total £19600) and that the Playing Fields Association has been exploring funding which could generate further funding.</p> <p>Cllr Bell confirmed that the Playing Fields Association has a bank account and a constitution but there are problems with the Bank Account (waiting for an account number) at present which isn't up and running as yet. Mrs B Bell is holding the cheque of £200 from the Parish Council to the Association until such time it can be banked.</p> <p>The Clerk produced information on play equipment from a number of suppliers which were obtained from the SLCC Conference the previous week. The Clerk also told Members of the report made by the Play Equipment Inspector and costs to repair the swings.</p> <p>Members agreed that new swings and safety surfacing was much needed as the current swings had come to the end of their useful life and had been deemed unfit for purpose.</p> <p>The Clerk was asked to obtain a minimum of three quotes for the Council meeting for a 4 bay swing set (2 toddler/2 child) plus bonded rubber surface. The quotes must take into account a guarantee for a coastal location and must also state materials/paint.</p> <p>Cllr Penny asked that Mr Lanyon be invited to the meeting to advise the Council of the position the swings should be sited, in order to accommodate the Playing Field Association's plans for the park.</p>	<p>Clerk</p> <p>Clerk</p>
7.	<p>Risk Assessments : Cllr Raynor continues to work on producing the RA's but reported that the barrier at the Slate Quay is smashed. The bridge barrier is still there. There is no evidence of corrosion/erosion following the storms.</p> <p>There is a need to speak to the National Trust to discuss the situation of rock falls etc.</p>	

	It was suggested and agreed that the Insurer's be contacted again before speaking to the National Trust which could be asked to attend to the RA on the Slate Quay	Cllr Raynor to contact both.
8.	Updated Model Standing Orders : The Clerk apologised for forgetting to forward copies to Members who agreed this wasn't urgent and could wait until the next meeting.	Next Meeting
9.	Car Park Notice at New Road Car Park : Cllr Bell proposed that the Council put in its own sign and posts alongside the Cornwall Council sign, to state 'When Full, Use Main Car Park'. Cllr Raynor seconded	Recommended Clerk to obtain cost.
10.	<p>Grass Cutting : Members perused the paperwork provided by the Clerk. A list of interested parties had been compiled. All elements of the contract were discussed ie Cornwall Council Footpaths, Cornwall Council Verges, Parish Council Cemetery, Playground, Car Park.</p> <p>At the moment it is undecided whether further areas will be included ie outside New Road toilets, various pieces of grass in the village.</p> <p>The Clerk will draft a specification to reflect the footpaths requirements by Cornwall Council. Cllr Bell will draft the Parish Council work specification and will also contact Cornwall Council to obtain their specification /contract for the verges work.</p> <p>Weeds : Cllr Philp will measure the lengths of the areas to be sprayed for which the Parish Council takes responsibility. These will be added to the areas already identified to be treated by Cormac which the Parish Council has agreed to fund.</p>	
11.	Terms of Reference : No changes	
12.	<p>Confidential Matters : Committee to resolve that the Press and Public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the Public Bodies (Admission to Meetings) Act 1960 (as extended by Section 100 of the Local Government Act 1972)</p> <ul style="list-style-type: none"> • Staffing Matters • Car Park Catering Facility Contract – Opening of Tenders 	
13.	Items/Matters for Next Agenda : To be advised to the Clerk	
14.	<p>Correspondence :</p> <p>Letter from Dan Rogerson MP advising of what grants are available</p>	
15.	Date of Next Meeting : 19 March 2014 at 6:30 Port Isaac School	

The meeting closed at 8:45pm

Signed :
Cllr M Coles, Committee Chairman

Date :

CONFIDENTIAL MATTERS : AGENDA ITEM 12 REFERS

It was agreed by Members to take the Car Park Catering Facility first.

- **Car park Catering Facility**

Three specifications had been sent out but only one tender had been returned. Cllr Raynor opened the tender and the Clerk witnessed, paperwork was completed, signed and dated.

Cllr Raynor read out the details of the tender to Members.

Cllr Bell told Members of his discussions with the Planning Department who had confirmed what the Clerk was told originally which was that given the changes to the car park, hard standing, permanent siting through the season (unit not taken away on a daily basis) cooking and smells, Planning Permission would not be granted. If an ice cream van with cold drinks was sited there would be no requirement for Planning Permission.

Given the amount offered in the tender and the problems and cost of applying for planning permission etc, the project should not be pursued.

However the Clerk was asked to contact Kelly's at Bodmin to investigate the possibility of an ice cream van going to the car park during the season, bank hols etc.

Cllr Bell proposed and Cllr Philp seconded that a Recommendation be put to the Council to shelve the project. **Recommended**

- **Staffing Matters**

(i) Cllr Bell proposed and Cllr Philp seconded that the Clerk's contract be made permanent **Recommended**

(ii) Clerk's Holiday : Members agreed that the Council meeting in May should be put back to 21 May when the Clerk would be able to attend
So proposed Cllr Raynor Seconded Cllr Bell **Recommended**

(iii) Clerk's Outstanding Annual Leave 2013/14 : Cllr Bell proposed and Cllr Raynor seconded that the Clerk be paid for the 10 days outstanding leave which the Clerk will be unable to take by 31 March **Recommended**

(iv) Clerk's Appraisal : The Clerk was asked to e mail relevant paperwork to F&CP Members to assist in this task. Once received, arrangements will be made to conduct an appraisal.

(v) On Line Banking : The difficulties were explained to Members by the Clerk and Cllr Raynor. Nothing had been heard from the bank since the agenda had been drafted.

The Clerk was asked to make enquiries with the branch at Bodmin to establish whether they would have any problems with on line banking and report to the Council or next Committee Meeting (whichever is the sooner)
In the event Bodmin would have no problems with On Line banking,
Cllr Bell proposed and Cllr Raynor seconded that the Council changes to Bodmin. **Recommended**