



Port Isaac • Trelights • Port Gaverne

**MINUTES of the FINANCE & CAR PARK COMMITTEE  
HELD in PORT ISAAC SCHOOL on**

**25<sup>th</sup> JANUARY 2017 following the Amenities Committee Meeting**

Present:	Cllr. Raynor (Meeting Chair) Cllr. Penny (CC/PC)	Cllr. Dawe Cllr. Williams	Cllr. McCormick Mrs Thompson (Clerk)
Minute	AGENDA ITEMS		Action
	<p><u>Chairman's Welcome and Public Forum</u> – in the absence of Cllr. Coles, Cllr. Raynor took the Chair and welcomed those present and advised them of exits, local hazards, location of WCs, etc.</p>		
F&CP01/17	<p><u>Apologies for Absence</u> – Cllr. Coles (leave), Cllrs. Cleave and Collings (both with personal commitment).</p>		
F&CP02/17	<p><u>Members' Declarations</u> –</p> <ul style="list-style-type: none"> <li>a. <i>Registerable Declarations of Interests</i> – none.</li> <li>b. <i>Non-registerable interest</i> – none.</li> <li>c. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds.</li> </ul>		
F&CP03/17	<p><u>Financial Matters</u> –</p> <ul style="list-style-type: none"> <li>a. <i>Financial Report</i> – Cllr. Raynor reported on the various issues with the switch from HSBC to Lloyds, which are hopefully now sorted. The Clerk reported the VAT due to HMRC is £659.29 for the quarter ending December 2016.</li> <li>b. <i>Internal Auditor</i> – Mr Ken Abraham is no longer able to provide this service. The Clerk reported she had sourced an alternative in Hudson Accounting Ltd. It was <b>RESOLVED</b> to recommend to Full Council that this company is used to provide an Internal Audit service, at a cost of £600.</li> <li>c. <i>Procedures</i> – Minute 51c/2016 refers. Members considered the following procedures and policies and <b>RECOMMENDED</b> to Full Council that no amendments were necessary. Copies previously circulated via email. <ul style="list-style-type: none"> <li>i. <u>Financial Risk Management</u> –</li> <li>ii. <u>Statement of Internal Control</u> –</li> <li>iii. <u>Standing Orders</u> –</li> <li>iv. <u>Financial Regulations</u> –</li> <li>v. <u>Anti-fraud and Corruption Policy</u> –</li> <li>vi. <u>Bench Policy</u> –</li> </ul> </li> </ul>		<p>Clerk</p> <p>Clerk</p>
F&CP04/17	<p><u>Car Park Matters</u> –</p> <ul style="list-style-type: none"> <li>a. <i>Online Ticketing Service</i> – Minute 8b/2017 refers. The switch to Parkonomy had been made. Cllr. Raynor provided a copy of a printout from the website, showing the parking fees that have been collected.</li> </ul>		

	<p>Members <b>RESOLVED</b> to recommend to Full Council that a Merchant Account is opened, in order to save the 5% fee for paying collections into the bank.</p> <p>b. <i>Car Park Pedestrian Barrier and Footpath</i> – Minute 222b/2016 and emails from Mr James Cummings refers. Cllr. Raynor reported that Cllr. Bell was ill and he was unable to seek his views on this matter. It was <b>RESOLVED</b> to recommend to Full Council that the path and barrier are left as they are and that the resulting saving is taken. Although the barrier doesn't conform to Building Regulations, it is legal. Mr David Hollingsworth, PDP Green had advised that in his view the risk to the PC is low.</p> <p>It was further <b>RESOLVED</b> that Mr Stephen Trow, Schoolsafe, be asked to check the handrail, when he carried out H&amp;S checks on the play equipment.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
F&CP05/17	<u>Parking Enforcement</u> – Members considered their requirements, in light of the details of what CC are able to provide. Members wished to have one extra, evening visit per week from 1 <sup>st</sup> May for 18 weeks, with a preference for Thursday, Friday, Saturday and Sunday.	Clerk
F&CP06/17	<u>Information Only/Future Agenda Items</u> – a. <i>Tree Guards</i> – these are to be removed. Cllr. Dawe will organise a set day for this exercise.	Cllr. Dawe
F&CP07/17	<u>Date of Next Meeting</u> – 22 <sup>nd</sup> February 2017.	
F&CP08/17	<u>Meeting Closed</u> – 19.43pm.	

Signature: ..... (Cllr. Raynor)  
Chairman

Date: 13<sup>th</sup> February 2017