

MEETING NO. 1114

Minutes of the FEOCK PARISH COUNCIL MEETING FINANCE & GENERAL PURPOSES COMMITTEE held on Tuesday 29th September 2015 at The Parish Council Office at 7.00 pm

Members Present:

M Kemp (Carnon Downs)
R Andrew (Feock)
B Richards (Carnon Downs)

In Attendance:

Debra Roberts, Parish Clerk & Responsible Finance Officer

CHAIRMAN: Councillor M Kemp

1. INTRODUCTION

The Chairman welcomed everyone to the meeting.

2. APOLOGIES

Apologies had been received from Cllr Hawken and Cllr Lightfoot.

3. MINUTES OF PREVIOUS MEETING HELD ON 2015

RESOLUTION: Cllr Kemp proposed that the minutes of the Finance and General Purposes Committee meeting held on 2015, as circulated by the Clerk, be confirmed as a true record, and signed by the Chairman. This was seconded by Cllr Andrew and was carried by the meeting.

4. 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"

5. PUBLIC PARTICIPATION

6. UPDATE ON PROGRESS WITH FEOCK READING ROOM DEVELOPMENT

The neighbours of the Reading Room were at the meeting and just wanted to know a bit more about what was happening with the site and the Parish Council's plans for the building as they'd heard lots of rumours.

Cllr Kemp advised that the mostly likely outcome would be that the property was converted into one dwelling but this still needs to be agreed by the full Parish Council.

The resident asked if its listed building status would be maintained by any conversion work, the Clerk advised that the property was not a listed building, this was confirmed by Steve Tucker.

Cllr Richards briefly ran through the history of the building and advised that the Parish Council had purchased the building with an unrestricted freehold and there were no covenants on the building.

Cllr Kemp advised that the property would be refurbished to a very high quality and it was intended to keep as much of the existing exterior of the building as possible. There would inevitably be some disruption whilst the building works were being carried out but the Council would try to keep this to a minimum.

There was a discussion regarding naming the road as it appeared that it did not actually have a name.

Cllr Kemp said that the Parish Council still needed to agree the final budget and design, once this had been agreed an application for planning permission would be submitted, hopefully once this was approved then contractors would be sought for the work and it was hoped work would start in September and finish by the following Spring.

7. CLERKS REPORT ON ITEMS FROM PREVIOUS MEETING

The Clerk advised there was only one item arising from the previous meeting, this was the suggestion of applying for more Our Place money.

Cllr Andrew advised that the deadline for Our Place applications had been extended to 5th June. It was agreed to apply for funding to potentially set up a CIC, this would allow us to work with our neighbouring parishes, around the transport scheme, helping the elderly and memory cafes.

ACTION: CLERK & CLLR ANDREW TO WORK ON PUTTING TOGETHER A BUDGET

8. FINANCIAL UPDATE & BUDGET V ACTUAL REPORT FOR THE YEAR 2014/15

The Clerk had circulated a final budget v actual report for 2014/15

The Clerk gave the following update on bank balances as at today.

Current account	£128,716.59
Minus £50K bond to transfer to Cambridge Building Society	
True balance of current account	£78,716.59
Note: £7K PWL payment had been paid today	
Sinking fund account	£675.18
Reserve account (Cambridge Building Society)	£22,451

£150K bond matures on 9th November 2015

Notable income received from HMRC VAT refund £1095.71 (2 quarters)

9. INTERNAL AUDIT REPORT & AUDIT PROGRESS UPDATE

The Clerk advised that the internal audit had now been completed and copy of the Auditors report circulated to members of this committee. There were very few actions and the Clerk would ensure these were carried out (several were on the agenda for discussion).

The notice of appointment of date for the exercise of electors rights was displayed on the noticeboards and website. The Clerk advised that the deadline for the return of the Audit Return to Grant Thornton was 22nd June 2015 and the Audit must be signed by Chair of the Parish Council meeting on 2nd June 2015 and we would be submitting the return in good time. The Council were required to publish the annual audited return by 30th September 2015.

10. PENSION PAYMENTS

The Clerk advised that she had overpaid her employees pension contribution by £1301.76 for the last financial year. The Parish Council pay a monthly lump sum to Cornwall Council Pension fund which includes both the employers and employees contributions. From 1st April 2014 unknown to the Parish Council the software calculation on the HMRC PAYE website had changed and was now deducting the pension contribution from the Clerks gross pay, the Clerk was also paying by Standing order her contribution to the Parish Council and therefore paying her contribution twice.

The Clerk advised that the Standing Order had now been stopped so this situation would not occur again, however she requested that she be reimbursed for the overpayment.

Cllr Kemp asked that a list of the overpayments be provided and this be verified by the Internal Auditor so there was an audit trail. The Clerk would arrange this.

RESOLUTION: CLLR KEMP PROPOSED THAT THE CLERK BE REPAYED THE OVERPAYMENT ONCE CONFIRMATION OF THE PAYMENTS HAD BEEN RECEIVED, THIS WAS SECONDED BY CLLR ANDREW AND CARRIED UNANIMOUSLY.

The Clerk to check the Assistant Clerk's staging date for her pension entitlement.

11. COUNCIL INSURANCE RENEWAL

The Clerk advised the Council's insurance was due for renewal on 1st June 2015, the total premium for the year was £4459.76 this included an additional £24.61 to cover the newly adopted phone box on Market Street and the 2 defibrillators.

12. REVIEW OF FINANCIAL RISK ASSESSMENT

The Clerk advised the Internal Audit had highlighted the need for a financial risk assessment, this had been drafted and circulated. Cllr Andrew asked that two additions be made, 1) that the Internal Auditor is independent of the Parish Council and 2) That a copy of the internal audit report be sent to the Chair of the Parish Council as well as the Clerk.

RESOLUTION: CLLR RICHARDS PROPOSED THAT THE FINANCIAL RISK ASSESSMENT BE APPROVED, WITH THE ADDITION OF THE ABOVE TWO POINTS, THIS WAS SECONDED BY CLLR HAWKEN AND CARRIED UNANIMOUSLY.

13. NEW BANK ACCOUNT SIGNATORIES

The Clerk advised that the Parish Council needed to resolve to amend signatories on the bank accounts.

RESOLUTION:

It is agreed that Alan Truan and Colin Taylor be removed as a signatory from the bank account held with Lloyds Bank in the name of Friends of Devoran Park (Sort code 30 98 76 Account number 01603590). It is also agreed that Debra Roberts, Michael Kemp and Benedict Shankland be added as a signatory to the account. This was proposed by Cllr Andrew and seconded by Cllr Hawken.

Resolution:

It is agreed that A Truan, J Woolcock and D Sleigh be removed as a signatory from the bank account held with Lloyds Bank in the name of Parc an Gwarry Playing Field Committee (Sort code 30 98 76 Account number 02039737). It is also agreed that Debra Roberts, Robert Richards and Robin Andrew be added as a signatory to the account. This was proposed by Cllr Kemp and seconded by Cllr Hawken.

Resolution:

It is agreed that Robert Richards be added as a signatory to the General Account (Sort code 30 98 76) a/c 00124206. This was proposed by Cllr Hawken and seconded by Cllr Kemp.

14. TRANSFER OF BOND TO CAMBRIDGE BUILDING SOCIETY ACCOUNT

RESOLUTION: CLLR KEMP PROPOSED TO DEPOSIT THE £50K BOND INTO THE COUNCIL'S RESERVE ACCOUNT WITH THE CAMBRIDGE BUILDING SOCIETY, SECONDED BY CLLR ANDREW AND CARRIED UNANIMOUSLY.

15. UNKNOWN DONORS CHARITY

Cllr Richards said the current situation was that there were two ex-Councillors on this Charity who no longer represented the Parish Council. This was not a Parish Council administered charity or bank account. The Parish

Council needed to decide if they wished to have a representative on this charity or no longer be involved and leave the members as they were currently were.

RESOLUTION: CLLR HAWKEN PROPOSED THAT WE ARE NO LONGER INVOLVED IN THIS CHARITY, AND THAT WE WRITE TO THE TWO EX-COUNCILLORS TO ESTABLISH THAT THEY ARE NO LONGER REPRESENTING THE PARISH COUNCIL, THIS WAS SECONDED BY CLLR KEMP AND CARRIED UNANIMOUSLY.

The Clerk advised as that this decision needed to be authorised by the full Parish Council.

16. REVIEW OF STANDING ORDERS & FINANCIAL REGULATIONS

The Clerk advised that the internal audit had highlighted the need to adopt the new model Financial Regulations. The Clerk would circulate a copy of the new regulations based on the model with comments regarding the changes. This would need to be agreed by the full Council. The Clerk would also highlight the changes in the new model Standing Orders, again for full Council agreement.

ACTION: CLERK TO CIRCULATE FINANCIAL REGULATIONS & STANDING ORDERS

17. REVIEW OF RENT AGREEMENT WITH OFFICE TENANTS

The Clerk had spoken to the tenants and they had confirmed they were happy to continue renting the office under the current terms and conditions. The Clerk said that she was also happy to continue with this arrangement.

RESOLUTION: CLLR KEMP PROPOSED THAT THE CLERK ADVISE THE TENANTS THAT THEY COULD RENT THE OFFICE INDEFINATELY WITH 2 MONTHS NOTICE ON EITHER SIDE, THIS WAS SECONDED BY CLLR RICHARDS AND CARRIED UNANIMOUSLY.

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

18. FEOCK READING ROOM UPDATE

Steve Tucker from SMT Associates gave a presentation on the possibilities for the Reading Room conversion.

Three options had been considered

- 2 floors, split into two dwellings
- 2 floors, one dwelling
- 1 floor, one dwelling

Steve presented various options and floor plans and recommended that in his opinion the best option, that both worked the best and also would give us the best return was 2 floors as one dwelling. It was suggested that the best return would be achieved by also having high specification fittings internally. Plans of the front elevation and proposed layout were shown to those present, the main change to the exterior of the property was the addition of 2 dormer windows which would reflect the design of the front door/porch and would be symmetrical to the rest of the building.

Steve advised that two dwellings was achievable but these would be very small and the layouts did not work that well. One dwelling would also reduce the number of cars and this would help with securing planning permission. The property would be highly insulated to modern standards to meet building regulations, with the potential for underfloor heating to the ground floor and a wood burning stove.

A large feature staircase was suggested as this would give the feeling of space, together with bi-fold doors on the ground floor so that the space could be opened up if the occupants wished. The upstairs would comprise of a large master bedroom and ensuite with a separate bathroom.

Steve advised that estimated figures for refurbishment for the different options were:-

- Single story - £107 - £110K

- 2 dwellings on 2 floors - £160 – 170K
- 1 dwelling on 2 floors - £135 - £140K

Cllr Kemp said he felt we should go with the suggestion of a very high specification conversion, looking at other properties in the area it may be possible to achieve as much as £425K resale but this needed to be confirmed by the estate agents.

RESOLUTION: CLLR ANDREW PROPOSED THAT THE COMMITTEE RECOMMEND TO THE PARISH COUNCIL THAT THE PROPERTY BE CONVERTED AS A SINGLE DWELLING WITH 2 STOREYS, THIS WAS SECONDED BY CLLR KEMP AND CARRIED UNANIMOUSLY.

Steve said he hoped to submit the planning application within the next two weeks.

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

DATE OF NEXT MEETING: Tuesday 29th September 2015, 7.00pm in the Parish Council Office