

Minutes of the Finance & Resources Committee Meeting held at the Council Office, Tolvaddon Energy Park on Monday 13<sup>th</sup> October 2014 at 7.00 p.m.

PRESENT: Councillors Mrs Thompson (Chairman), Szoka (Vice Chairman), Ekinsmyth, Ford and Pavey.

ALSO PRESENT: Ms S. Willsher, Clerk

The Chairman explained the safety procedures.

**FR14/10/1 TO RECEIVE APOLOGIES FOR ABSENCE**

There were no apologies received.

**FR14/10/2 MEMBERS TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND NON-REGISTERABLE INTERESTS (INCLUDING DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THE AGENDA AND ANY GIFTS OR HOSPITALITY OVER £25**

There were no interests declared. The Clerk potentially had an interest in the website tenders.

**FR14/10/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications for dispensations from members.

**FR14/10/4 PUBLIC PARTICIPATION (MAXIMUM 10 MINS – EVERY SPEAKER A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)**

There were no members of the public present.

**FR14/10/5 TO RECEIVE AND APPROVE THE MINUTES FROM THE MEETING HELD ON THE 24<sup>TH</sup> SEPTEMBER 2014 AND THE CHAIRMAN TO SIGN THEM**

It was proposed by Cllr Pavey, seconded by Cllr Ford and

**FR14/10/5.2 RESOLVED that the minutes of the meeting of the Finance and Resources Committee held on the 24<sup>th</sup> September 2014 are received and approved and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

**FR14/10/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

Cllr Ford asked that a diary note was made to consider the Council's utilities in July 2015 prior to the August recess.

**FR14/10/7 TO RECEIVE PRESENTATIONS FROM THE FOLLOWING SHORTLISTED TENDERERS FOR THE WEBSITE, DATA BACKUP AND IT SUPPORT:**

The Clerk left the meeting.

- i. ICT Southwest Limited – presentation to start at 7.15pm for a maximum of half an hour to include questions from members**
- ii. Focus Technology Europe Limited – presentation to start at 7.45pm for a maximum of half an hour to include questions from members**

Representatives from ICT Southwest Limited and Focus Technology Europe Limited gave their presentation at the times allocated and answered all questions asked by members. Members asked both tenderers the same set of questions.

The Clerk re-entered the meeting.

**FR14/10/8 TO RECEIVE DETAILED ESTIMATES OF ALL RECEIPTS AND PAYMENTS INCLUDING THE USE OF RESERVES FOR THE 2014/15 FISCAL YEAR AND THE SECOND DRAFT BUDGET FOR THE 2015/16 FISCAL YEAR INCLUDING BUDGET RECOMMENDATIONS FROM COMMITTEES AND AGREE ANY FUTURE ACTIONS**

It was proposed by Cllr Pavey, seconded by Cllr Ekinsmyth and

- FR14/10/8.2 RESOLVED** **to receive the detailed estimates of all receipts and payments including the use of reserves for the 2014/15 fiscal year and the second draft budget for 2015/16 with the following amendments:**
- Cost Code 309 – Events – amend budget to £3,000 as per recommendation from the Events Committee;**
  - Cost Code 12 – Audit and Legal Cost – amend closing EMR to £6,000;**
  - Cost Code 203 – Illogan Feast – amend Oct-Mar Forecast to £0.**

On a vote being taken the matter was approved unanimously.

**FR14/10/9 THAT UNDER THE 1960 PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT THE PRESS AND PUBLIC ARE EXCLUDED DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED**

It was proposed by Cllr Pavey, seconded by Cllr Ford and

**FR14/10/9.2 RESOLVED that under the 1960 Public Bodies (Admission to Meetings) Act that the press and public are excluded due to the confidential nature of the business to be discussed.**

On a vote being taken the matter was approved unanimously.

**FR14/10/10 TO CONSIDER THE PRESENTATIONS FROM THE SHORTLISTED TENDERERS FOR THE PROVISION OF THE COUNCIL'S WEBSITE, DATA BACKUP AND IT SUPPORT, AGREE ANY FUTURE ACTIONS, APPOINT A CONTRACTOR AND APPROVE ANY ASSOCIATED EXPENDITURE**

It was proposed by Cllr Pavey, seconded by Cllr Mrs Thompson and

**FR14/10/10.2 RESOLVED to recommend to Full Council that:**

- **The contract be awarded to Focus Technology Europe Limited subject to two satisfactory references;**
- **The Chairman of the Finance and Resources Committee would obtain the references with the Administration Assistant;**
- **The initial period of the contract will be 12 months at the costs quoted in the tender documents (Website one off cost £2,770 +VAT, Email Solutions £173.60 per annum, Hosting £10.20 per month; Data Backup £325 total and IT Support £26 per month);**
- **That the expenditure is approved;**
- **That the Finance and Resources Committee are given delegated powers to vire funds as necessary and to set an appropriate budget for future years;**
- **That the Finance and Resources Committee are given delegated powers to closely monitor the contract in line with Council policies;**
- **That the Finance and Resources Committee are given delegated powers**

- **to manage all aspects of the contract including the website design etc; and**
- **That the Terms of Reference for the Finance and Resources Committee are amended to include the management of the Council's website and IT.**

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 9.00pm.

Signed: .....

Date: .....