

Minutes of the Finance & Resources Committee Meeting held in The Council Office, Unit 2 Wheal Agar, Tolvaddon Energy Park, Tolvaddon on Wednesday 28th January 2015 at 6.00pm.

PRESENT: Councillors Mrs Thompson (Chairman), Crabtree, Ekinsmyth, Ford, Pavey and Szoka (from point mentioned).

ALSO PRESENT: Ms S. Willsher, Clerk

The Chairman explained the safety procedures.

FR15/01/11 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Szoka for late arrival.

There were no members absent.

FR15/01/12 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.

FR15/01/13 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications for dispensations from members.

FR15/01/14 PUBLIC PARTICIPATION (MAXIMUM 10 MINS – EVERY SPEAKER A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)

There were no members of the public present.

FR15/01/15 TO RECEIVE AND APPROVE THE MINUTES FROM THE MEETING HELD ON THE 14TH JANUARY 2015 AND THE CHAIRMAN TO SIGN THEM

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

FR15/01/15.2 RESOLVED that the minutes of the meeting of the Finance and Resources Committee held on the 14th January 2015 are received and approved and signed by the Chairman.

On a vote being taken on the matter there were 4 votes FOR and 0 votes AGAINST.

FR15/01/16 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

FR15/01/17 TO RECEIVE AND APPROVE THE DRAFT USE OF IT POLICY AND AGREE ANY FUTURE ACTIONS

Members discussed the contents of the policy in detail.

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

FR15/01/17.2 RESOLVED to receive and approve the Use of IT Policy.

On a vote being taken the matter was approved unanimously.

FR15/01/18 TO RECEIVE AND APPROVE THE DRAFT WEBSITE POLICY AND AGREE ANY FUTURE ACTIONS

Members discussed the contents of the policy in detail.

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

FR15/01/18.2 RESOLVED that the Website Policy is uploaded to the website in full, however Focus Technology Europe Limited can use parts of the policy as necessary for the website. The Website is received and approved with the typo's being amended.

On a vote being taken the matter was approved unanimously.

FR15/01/19 TO CONSIDER DRAFT INFORMATION FOR THE NEW WEBSITE, FINALISE THE INFORMATION TO BE GIVEN TO FOCUS TECHNOLOGY EUROPE LIMITED TO USE TO BUILD THE WEBSITE AND AGREE ANY FUTURE ACTIONS

Members congratulated the Clerk on the quality of the draft information she compiled and circulated to members.

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

FR15/01/19.2 RESOLVED that the draft information for the new website is received and approved with the following amendments and is given to Focus Technology Europe Limited:

- **Typo's to be corrected;**
- **Pages required and hierarchy – remove News, Illogan Parish Fair and Gallery;**
- **Design Brief – Colour scheme to mirror Illogan Review. Members liked Kingston Council and Falmouth Town Council and did**

not like the local newspapers websites, Stoke on Trent City Council or Coventry City Council;

- **Home Page – reword to read ‘ Welcome to the website of Illogan Parish Council’ – have new paragraphs at Tehidy Country Park, Manningham Wood and Historical Monuments – include the following ‘The Parish of Illogan is also home to a Post Office, hotel, shops and home businesses etc.’;**
- **About Illogan Parish Council – second paragraph amend to read ‘Illogan Parish Council covers a largely ...’;**
- **About Illogan Parish Council – last sentence of last paragraph – amend to read ‘The Council has care ...’;**
- **Our Services – Strimming – amend to read ‘the verge opposite Robartes Terrace;**
- **Our Services – Rosemullion Park – amend to read ‘The Council undertakes the ...’;**
- **Our Services – Manningham Woods – amend to read ‘ the following works are undertaken:’;**
- **List of Councillors – include councillor profile published in the Illogan Review and include a photograph of each Councillor – photographs to be taken of Councillors in same position at same location;**
- **Cornwall Councillors – include a map highlighting the area covered by each Cornwall Councillor;**
- **Terms of Reference for Committees – list committees and include a hyperlink to the pdf;**
- **Agendas – include agendas going back three years – include that older agendas are available on request to the Council Office;**
- **Minutess – include agendas going back three years – include that older minutes are available on request to the Council Office;**
- **Council Policies – list policies and state that copies of the policies are available on request to the Council Office;**
- **Annual Reports and Returns – include an archive of three years – display the current documents in full and the archive documents with a hyperlink to the pdf;**
- **Maps – include a moving google map and a map highlighting the parish boundaries;**

- **Illogan Review – include an archive of three years;**
- **Manningham Wood – Access – amend to read ‘There is disabled access at the main entrance to the woodland which is ...’;**
- **Manningham Wood – History – second paragraph amended to read ‘With the help of funding from the National Lottery Fund, and under the stewardship of Illogan Parish Council, it was cleared of brambles, bracken, sycamore, laurel, rhododendron and some;’**
- **Manningham Wood – Sustainability – amend 2nd paragraph to read ‘The woodland is criss-crossed with surfaced paths to enable access for all, including wheelchair-users and parents with prams and pushchairs. Dense vegetation is maintained outside a 1m strip either side of the paths to discourage people from leaving the paths and damaging the fragile habitats provided by plants such as native bluebell and the decaying woodpiles left throughout the woodland for small mammals and invertebrates.’;**
- **Manningham Wood – Community Involvement – amend to read ‘The community has been involved since the beginning when they were consulted on the design and layout of the woodland. They have participated in community events, activities such as tree and bulb planting, litter-picking, bracken-bashing, willow-planting, nature walks, environmental art competitions and general maintenance such as path clearing.’;**
- **Manningham Wood – Sense of Place – amend 1st paragraph to read ‘Before the Community Woodland was created, the area was a wilderness, hidden behind locked and rusting gates.’;**
- **Manningham Wood – Wildlife and Biodiversity – amend 2nd paragraph to read ‘The woodland is managed with wildlife in mind. All felled wood remains within the woodland in piles or as logs or slices to provide shelter for small mammals and reptiles as well as food for invertebrates. These, in turn, feed the mammals and small birds found throughout the site.’;**
- **Manningham Wood – Wildlife and Biodiversity – amend 3rd paragraph to read**

'Hazel and Hawthorn have been planted to increase the autumn food sources for the wildlife. No chemicals are used within the woodland to ensure that fungi and invertebrates also thrive.';

- **Manningham Wood – Climate change – amend to read 'The woodland is being used as a route to walk to school instead of children being driven through the village in carbon-emitting vehicles. The canopy is constantly replenished with new trees to absorb carbon dioxide to help decrease the carbon footprint of the village.'**;
- **Events in Illogan – Diary/Calendar – annual events to be listed with a brief description of the event and who organised it and a hyperlink to further information – forthcoming events will be listed in the same manner under a separate heading; and**
- **Website policies will be left to the discretion of Focus Technology Europe Limited – if a separate page is not required the policy will be listed with the other Council policies.**

On a vote being taken the matter was approved unanimously.

FR15/01/20 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Tuesday 24th February 2015, 7pm in the Council Office. Cllr Ford gave his apologies for the next meeting.

There being no further business the Chairman closed the meeting at 7.15pm.

Signed:

Date: