

Minutes of the Finance & Resources Committee Meeting held in The Council Office, Unit 2 Wheal Agar, Tolvaddon Energy Park, Tolvaddon on Wednesday 11th May 2016 at 7.00pm.

PRESENT: Councillors Szoka (Vice Chairman), Crabtree, Ekinsmyth, Ford and Uren.

ALSO PRESENT: Ms Willsher, Clerk

The Chairman explained the safety procedures.

FR16/05/1 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Pavey and Mrs Thompson.

There were no members absent.

FR16/05/2 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

The Clerk declared an interest in the item relating to pensions.

FR16/05/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications for dispensations from members.

FR16/05/4 PUBLIC PARTICIPATION (MAXIMUM 10 MINS – EVERY SPEAKER A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)

There were no members of the public present.

FR16/05/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE FINANCE AND RESOURCES COMMITTEE HELD ON THE 7TH MARCH 2016 AND THE CHAIRMAN TO SIGN THEM

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

FR16/05/5.2 RESOLVED that the minutes of the meetings of the Finance and Resources Committee held on the 7th March 2016 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.

FR16/05/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

The Clerk reported that all actions had been completed; she would check with Cllrs Pavey and Mrs Thompson regarding the pensions presentation when they were available.

FR16/05/7 TO RECEIVE THE AUDIT REPORTS COMPLETED BY COUNCILLORS AND AGREE ANY FUTURE ACTIONS

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

FR16/05/7.2 RESOLVED that the audit reports completed by Councillors are received.

On a vote being taken the matter was approved unanimously.

FR16/05/8 TO CONSIDER WHETHER TO SET UP A DIRECT DEBIT TO SOUTH WEST WATER FOR THE WATER AND SEWERAGE FOR THE COUNCIL OFFICE AND MARY'S WELL AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Szoka, seconded by Cllr Crabtree and:

FR16/05/8.2 RESOLVED that direct debits are set up with South West Water for the water and sewerage for the Council Office and for the water at Mary's Well as long as the payments are taken quarterly and the meter is read regularly.

On a vote being taken the matter was approved unanimously.

FR16/05/9 TO REVIEW THE BUDGETS AND ACTUAL INCOME AND EXPENDITURE FOR THE FISCAL YEAR 2015/16 AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Crabtree, seconded by Cllr Uren and:

FR16/05/9.2 RESOLVED that the budgets and actual income and expenditure for the fiscal year 2015/16 have been reviewed; that cost code 106 – Contingency is deleted and there are no future actions.

On a vote being taken the matter was approved unanimously.

FR16/05/10 TO COMPARE THE 2015/16 FORECAST END OF YEAR FIGURES WITH THE ACTUAL END OF YEAR FIGURES AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Szoka, seconded by Cllr Ford and:

FR16/05/10.2 RESOLVED that the 2015/16 forecast end of year figures with the actual end of year figures have been compared; that the forecast figures were fairly accurate, that there were no future actions to be

taken and that the forecasting would continue in the same way.

On a vote being taken the matter was approved unanimously.

FR16/05/11 TO REVIEW UNSPENT BUDGET ALLOCATION FROM THE 2015/16 FISCAL YEAR AND AGREE WHAT FUNDS TO PUT INTO EARMARKED RESERVES AND ANY FUTURE ACTIONS

It was proposed by Cllr Ford, seconded by Cllr Crabtree and:

FR16/05/11.2 RESOLVED that the unspent budget allocation from the 2015/16 fiscal year has been reviewed; that the closing earmarked reserves are approved with the movements from unspent budget to earmarked reserves and that the unspent budget allocation for cost code 25 – Illogan Park Consultation is put into an earmarked reserve.

On a vote being taken the matter was approved unanimously.

FR16/05/12 TO REVIEW THE INTERNAL AUDIT PROCEDURE AND CHESKLIST AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Ford, seconded by Cllr Crabtree and:

FR16/05/12.2 RESOLVED that a line is added to remind members to sign the reconciliations and original bank statements or similar document as evidence of verification; that a line is added to check the spreadsheet for grants; that there would be a separate checklist for the quarterly performance management and health and safety checks; the Clerk would draft a quarterly checklist for consideration at the next meeting and that the information sheets on how to complete the audit are received and approved.

On a vote being taken the matter was approved unanimously.

FR16/05/13 TO RECEIVE THE DRAFT 3 YEAR FINANCIAL FORECASTS, AGREE ANY FUTURE ACTIONS AND MAKE RECOMMENDATIONS TO FULL COUNCIL

Cllr Ford thanked the Clerk for her hard and careful work in the preparation of the draft 3 year financial forecasts and explanatory notes.

It was proposed by Cllr Crabtree, seconded by Cllr Ford and:

FR16/05/13.2 RESOLVED that the draft 3 year Financial forecasts are received with the correction of the title of cost code 208 and that the Clerk would check the figures for cost code 305 – footpath maintenance.; that the Clerk would draft an article for the next edition of the Illogan Review listing possible increased activity of the Council and new project or services the Council could consider taking with a tick box for 'yes', 'no', 'maybe' and a column

highlighting the likely impact on the precept/council tax for members of the public to consider and complete and that at the next meeting the Committee would review the bank accounts and balances etc and would make recommendations to Full Council.

On a vote being taken the matter was approved unanimously.

FR16/05/14 TO CONSIDER QUOTES FOR RISERS FOR THE CLERK'S MONITORS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Ford, seconded by Cllr Crabtree and:

FR16/05/14.2 RESOLVED that risers for the Clerk's monitors are ordered from Amazon at a maximum cost of £25.

On a vote being taken the matter was approved unanimously.

FR16/05/15 DATE AND TIME OF NEXT MEETING

The next meeting would be held on the 13th July 2016, 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 8.29pm.

Signed:

Date: