

Minutes of the Finance & Resources Committee Meeting held in The Council Office, Unit 2
Wheal Agar, Tolvaddon Energy Park, Tolvaddon on Wednesday 25th July 2018 at 7.00pm.

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

ALSO PRESENT: Ms Willsher, Clerk

The Chairman explained the safety procedures.

FR18/07/1 TO RECEIVE APOLOGIES FOR ABSENCE

There were no apologies received; all members were present.

**FR18/07/2 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 and Cllr Crabtree declared an interest in the 2 agenda items relating
to IT.

FR18/07/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications for dispensations from members.

**FR18/07/4 PUBLIC PARTICIPATION (MAXIMUM 10 MINS – EVERY SPEAKER A
LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)**

There were no members of the public present.

**FR18/07/5 TO APPOINT A VICE CHAIRMAN FOR THE FINANCE AND RESOURCES
COMMITTEE MEETING FOR THE MUNICIPAL YEAR 2018/2019**

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

**FR18/07/5.2 RESOLVED that Cllr Szoka is appointed Vice Chairman of the
Finance and Resources Committee for the
municipal year 2018/2019.**

On a vote being taken the matter was approved unanimously.

**FR18/07/6 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE
FINANCE AND RESOURCES COMMITTEE HELD ON THE 14th MARCH 2018
AND THE CHAIRMAN TO SIGN THEM**

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

**FR18/07/6.2 RESOLVED that the minutes of the meetings of the Finance
and Resources Committee held on the 14th March
2018 are received and approved and signed by the
Chairman.**

On a vote being taken on the matter there were 6 votes FOR and 0 votes
AGAINST.

FR18/07/7 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

In response to a question the Clerk confirmed that further information had been sought regarding Councillors email addresses and the matter would be an agenda item for the August Full Council meeting.

FR18/07/8 TO RECEIVE A REPORT FROM CLLR FORD FOLLOWING THE SLCC CONFERENCE, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Mrs Thompson, seconded by Cllr Mrs Roberts and:

FR18/07/8.2 RESOLVED that the report from Cllr Ford on the SLCC Conference is received and that it is noted that the Administration Assistant is completing training on the monthly PAYE; that the Clerk has compiled a 'How To' sheet for the completion of the monthly PAYE and that the Chairman's allowance and bank account options are agenda items for this meeting.

On a vote being taken the matter was approved unanimously.

FR18/07/9 TO RECEIVE ADVICE REGARDING THE CHAIRMAN'S ALLOWANCE AND TAXATION REQUIREMENTS, REVIEW THE CHAIRMAN'S ALLOWANCE, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

FR18/07/9.2 RESOLVED that after a careful debate, that the budget for the Chairman's allowance remains unaltered and that the Chairman's allowance is made using the 1972 LGA ss15(5) regulation; the allowance is for the performance of civic duties and is designed to meet the costs incurred in the role of Chairman i.e. civic reception, attendance at events on behalf of the council etc. The Chairman will submit an expense claim with receipts or proof of attendance at events. The expenditure incurred by the Chairman will form part of the Chairman's report at the monthly Full Council meetings.

On a vote being taken the matter was approved unanimously.

FR18/07/10 TO RECEIVE THE AUDIT REPORTS COMPLETED BY COUNCILLORS AND AGREE ANY FUTURE ACTIONS

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

FR18/07/10.2 RESOLVED that the audit reports completed by Councillors for June 2016 until October 2017 are received.

On a vote being taken the matter was approved unanimously.

FR18/07/11 TO REVIEW THE BUDGETS AND ACTUAL INCOME AND EXPENDITURE FOR THE FISCAL YEAR 2017/18 AND AGREE ANY FUTURE ACTIONS

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

FR18/07/11.2 RESOLVED that the budgets and actual income and expenditure for the fiscal 2017/18 has been reviewed and noted.

On a vote being taken the matter was approved unanimously.

FR18/07/12 TO COMPARE THE 2017/18 FORECAST END OF YEAR FIGURES WITH THE ACTUAL END OF YEAR FIGURES AND AGREE ANY FUTURE ACTIONS

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

FR18/07/12.2 RESOLVED that the 2017/18 forecast end of year figures have been compared with the actual end of year figures and noted.

On a vote being taken the matter was approved unanimously.

FR18/07/13 TO REVIEW THE CURRENT EAR MARKED RESERVED (EMR) AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Ford, seconded by Cllr Mrs Roberts and:

FR18/07/13.2 RESOLVED that the Ear Marked Reserves (EMRs) are noted.

On a vote being taken the matter was approved unanimously.

FR18/07/14 TO REVIEW UNSPENT BUDGET ALLOCATION FROM THE 2017/18 FISCAL YEAR AND AGREE WHAT FUNDS TO PUT INTO EARMARKED RESERVES AND AGREE ANY FUTURE ACTIONS

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

FR18/07/14.2 RESOLVED that the unspent budget allocations for all cost centres and cost codes totaling £67,111 will be put into the Council's general reserves.

On a vote being taken the matter was approved unanimously.

FR18/07/15 TO REVIEW THE COUNCIL'S BANK ACCOUNTS, TO RECEIVE INFORMATION ON ADDITIONAL/ALTERNATIVE ACCOUNTS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

FR18/07/15.2 RESOLVED that the Council's bank accounts have been reviewed and that there are no changes to be made. That it is the wrong time with the current economic climate and Brexit to invest in the Local Authorities' Property Fund.

On a vote being taken the matter was approved unanimously.

Cllr Ford proposed that the Council considered investing 5% of their reserves into the Local Authorities' Property Fund subject to a report on the costs of investing. There was no seconder.

FR18/07/16 TO REVIEW THE INTERNAL AUDIT PROCEDURE AND CHECKLIST AND AGREE ANY FUTURE ACTIONS

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

FR18/07/16.2 RESOLVED that the Internal Audit Procedure and Checklist has been reviewed and that there are no changes to be made and that the Council must ensure that the internal audits are kept up to date.

On a vote being taken the matter was approved unanimously.

FR18/07/17 TO CONSIDER HOW TO LOOK INTO SUITABLE PREMISES FOR THE POTENTIAL PURCHASE AS A COUNCIL OFFICE, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

Members felt that they needed to be aware of properties coming up for sale in the Parish that could be suitable for an Office. There were reservations about building an Office in the Park due to the anti-social behavior that had been experienced and the associated safety of employees especially whilst they are lone working. The advantages and disadvantages of potentially purchasing the current office on Tolvaddon Energy Park were considered - there would be no upheaval, no disruption to service or internet; it would be an asset; the office could potentially be sold or rented out in the future if the Parish boundaries changed or an office was found that was more central for the Parish; the downside was that the current office was very much on one side of the Parish and close to the boundary.

It was proposed by Cllr Pavey, seconded by Cllr Mrs Roberts and:

FR18/07/17.2 RESOLVED that members would monitor properties that came up for sale in the Parish; and that the Clerk would contact the landlord of the current office facility and ask what they would agree to as a purchase price.

On a vote being taken the matter was approved unanimously.

FR18/07/18 TO RECEIVE A REQUEST TO INCLUDE A LINK ON THE COUNCIL'S WEBSITE TO 'POST OFFICE NEAR ME', AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

FR18/07/18.2 RESOLVED that a link would be included on the Council's website to 'Post Office Near Me'.

On a vote being taken the matter was approved unanimously.

FR18/07/19 TO RECEIVE A REQUEST TO INCLUDE A LINK ON THE COUNCIL'S WEBSITE TO 'EATA – RECOVERY SERVICES', AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Pavey, seconded by Cllr Mrs Roberts and:

FR18/07/19.2 RESOLVED that there would not be a link included on the Council's website to 'EATA – Recovery Services'.

On a vote being taken the matter was approved unanimously.

FR18/07/20 TO RECEIVE A REQUEST TO INCLUDE A LINK ON THE COUNCIL'S WEBSITE TO 'CODY'S PAGE', AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Pavey, seconded by Cllr Mrs Roberts and:

FR18/07/20.2 RESOLVED that there would not be a link included on the Council's website to 'Cody's Page'.

On a vote being taken the matter was approved unanimously.

The Clerk and Cllr Crabtree left the meeting at 8pm.

It was proposed by Cllr Ford, seconded by Cllr Mrs Thompson and:

FR18/07/20.3 RESOLVED that under the 1960 Public Bodies (Admission to Meetings) Act 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.

FR18/07/21 TO RECEIVE A QUOTE FROM iCT4 FOR THE OFFICE 365 LICENSES FOR THE COUNCIL OFFICE, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

FR18/07/21.2 RESOLVED that the quote from iCT4 for the Office 365 licenses for the Council Office is received and approved and that it is paid in monthly installments to the total quoted.

On a vote being taken the matter was approved unanimously.

FR18/07/22 TO RECEIVE A QUOTE FROM iCT4 FOR THE MANAGED OFFSITE BACKUP, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Mrs Thompson, seconded by Cllr Ekinsmyth and:

FR18/07/22.2 RESOLVED to receive and approve the quote from iCT4 for managed off site back up.

On a vote being taken the matter was approved unanimously.

FR18/07/23 DATE AND TIME OF NEXT MEETING

The next meeting would be held on the 12th September 2018, 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 8.15pm.

Signed:

Date: