

Minutes of the Finance & Resources Committee Meeting held in The Council Office, Unit 2
Wheal Agar, Tolvaddon Energy Park, Tolvaddon on Wednesday 14th January 2015 at 7.00pm.

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

ALSO PRESENT: Ms S. Willsher, Clerk

The Chairman explained the safety procedures.

FR15/01/1 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Ford.

There were no members absent.

FR15/01/2 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.

FR15/01/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications for dispensations from members.

FR15/01/4 PUBLIC PARTICIPATION (MAXIMUM 10 MINS – EVERY SPEAKER A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)

There were no members of the public present.

FR15/01/5 TO RECEIVE AND APPROVE THE MINUTES FROM THE MEETINGS HELD ON THE 10TH AND 17TH DECEMBER 2014 AND THE CHAIRMAN TO SIGN THEM

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

FR15/01/5.2 RESOLVED that the minutes of the meetings of the Finance and Resources Committee held on the 10th and 17th December 2014 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

FR15/01/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

FR15/01/7 TO RECEIVE A REPORT FROM FOCUS TECHNOLOGY EUROPE LTD REGARDING OPTIONS FOR BACKING UP THE COUNCIL'S DATA AND AGREE WHICH BACK UP FORMAT TO USE

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

FR15/01/7.2 RESOLVED to receive the report from Focus Technology Europe Ltd regarding options for backing up the Council's data and to approve option 1 – the Buffalo NAS drive acting as a server in the office and backing up to 3 x USB hard drives up to a maximum of £400 including encryption.

On a vote being taken the matter was approved unanimously.

FR15/01/8 TO CONSIDER AND AGREE THE PROCESS FOR LIAISING, COMMUNICATING AND AGREEING THE DESIGN, CONTENT AND ALL ASPECTS OF THE NEW WEBSITE WITH FOCUS TECHNOLOGY EUROPE LTD

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

FR15/01/8.2 RESOLVED that the process for liaising, communicating and agreeing the design of the new website with Focus Technology Europe Ltd would be that the draft information and design would be presented to the Finance and Resources Committee to be amended and approved as appropriate and that the Clerk would liaise with representatives from Focus Technology and the Committee. The Clerk would produce the draft content and list of considerations for a design brief for the website to be approved by the Finance and Resources Committee at a meeting to be held on the 28th January 2015, 6pm in the Council Office, she will then make any amendments required before sending the information to Focus Technology Europe Ltd.

On a vote being taken the matter was approved unanimously.

FR15/01/9 TO CONSIDER APPROPRIATE TARGET DATES AND DEADLINES FOR THE WEBSITE BUILD

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

FR15/01/9.2 RESOLVED that the following target dates and deadlines are received and approved for the website build:

28th January 2015 – Finance and Resources Committee meeting to agree content and design brief etc for website

6th February 2015 - Content and design brief etc to Focus Technology Europe Ltd

23rd February 2015 – 1st draft of website (Focus – IPC)

24th February 2015 – Finance and Resources Committee meeting to discuss the 1st draft of the website (IPC)

26th February 2015 – Clerk to report to Focus on decisions made at the previous evenings meeting (IPC)

16th March 2015 – 2nd draft of website (Focus – IPC)

17th March 2015 – Finance and Resources Committee meeting to discuss the 2nd draft of the website (IPC)

18th March 2015 – Clerk to report to Focus on decisions made at the previous evenings meeting (IPC)

23rd March 2015 – Final draft of website (Focus – IPC)

24th March 2015 – Finance and Resources Committee meeting to discuss the Final draft of the website (IPC)

25th March 2015 – Clerk to report to Focus on decisions made at the previous evenings meeting (IPC)

31st March 2015 – Website goes live

On a vote being taken the matter was approved unanimously.

FR15/01/10 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Wednesday 28th January 2015, 6pm in the Council Office.

There being no further business the Chairman closed the meeting at 7.28pm.

Signed:

Date: