

Minutes of the Finance & Resources Committee Meeting held at the Council Office, Tolvaddon Energy Park on Wednesday 9<sup>th</sup> April 2014 at 7.00 p.m.

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

ALSO PRESENT: Ms S. Willsher, Clerk

The Chairman explained the safety procedures.

**FR14/04/1 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Bentley and Mrs Ferrett.

**FR14/04/2 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.

**FR14/04/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications for dispensations from members.

**FR14/04/4 PUBLIC PARTICIPATION (MAXIMUM 10 MINS – EVERY SPEAKER A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)**

There were no members of the public present.

**FR14/04/5 TO RECEIVE AND APPROVE THE MINUTES FROM THE MEETING HELD ON THE 12<sup>TH</sup> FEBRUARY 2014 AND THE CHAIRMAN TO SIGN THEM**

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

**FR14/04/5.2 Resolved that the minutes of the meeting of the Finance and Resources Committee held on the 27<sup>th</sup> November 2013 are received and approved with page 35, minute FR14/02/06 being amended to read 'Mr Davies introduced himself and the body he worked for ...' and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

**FR14/04/6 TO RECEIVE THE INTERNAL AUDIT REPORT COMPLETED BY  
CLLRS EKINSMYTH AND MRS THOMPSON AND AGREE ANY  
RECOMMENDATIONS TO FULL COUNCIL**

Cllr Ekinsmyth reported that the audit report was completed by Cllr Mrs Thompson and him. They went through the process, completed the checklist and did a spot check of the accounts etc. There was a discrepancy with the bank; a cheque had been cashed for 4p less than it had been written for. They found that they did not have any details of the employees' contract details; they did not expect to have this information. It was difficult to check one of the expenses claims as the claim had been allocated to two different cost codes; they had to ask the Clerk to explain the allocation of the claim; they suggested that an explanation could be written on the invoice/paperwork in the file for future reference and to help the audit trail.

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

**FR14/04/6.2 Resolved that the internal audit report from Cllrs  
Ekinsmyth and Mrs Thompson is noted.**

On a vote being taken the matter was approved unanimously.

**FR14/04/7 TO RECEIVE A REPORT FROM MR WHITE ON THE TRANSFER OF  
FINANCE ACTIVITIES IN-HOUSE, AGREE FUTURE ACTIONS  
AND ANY ASSOCIATED EXPENDITURE**

Members discussed the report from Mr White on financial activities and considerations to take into account when transferring eth activities in house.

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

**FR14/04/7.2 Resolved that the report and recommendations from Mr  
White are received and approved; that a  
maximum of £900 is approved for the  
completion of the end of year accounts, keeping  
the Scribe accounting system up to date during  
the period of staff training (estimated 2 month  
period), train the Clerk to use the Scribe  
accounting system, provide support for two  
months after handover and provide support on  
the payroll system and also to approve £100 a  
quarter for Mr White to act as consultant to the  
Council for ongoing support, system  
queries/updates and general financial advice  
over the telephone, if further advice or Mr  
White attending the office is required the Clerk**

**would obtain a costing from Mr White and the expenditure will be approved by Full Council prior to any action being taken.**

On a vote being taken the matter was approved unanimously.

**FR14/04/8 TO CONSIDER PAYROLL SOFTWARE, APPROVE SOFTWARE AND ANY ASSOCIATED ACTIONS AND ANY ASSOCIATED EXPENDITURE**

Members discussed the software available including free software i.e. HMRC PAYE Tools and software that had an annual licensing fee. Members discussed the security of the software, back up, support and the software currently used by Mr White.

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

**FR14/04/8.2 Resolved that Moneysoft Payroll Manager would be used to complete the payroll for the Council and to approve expenditure of £56+VAT for the first years licence.**

On a vote being taken the matter was approved unanimously.

**FR14/04/9 TO RECEIVE INFORMATION ON THE REPEAL OF S.150 (5) OF THE LOCAL GOVERNMENT ACT 1972 – IMPLEMENTATION (ENGLAND) AND THE CHEQUE REFORM ORDER, CONSIDER FUTURE METHODS OF PAYMENT, SECURITY ARRANGEMENTS, ROBUST REVIEW AND CHECKING PROCEDURES AND ONGOING FINANCIAL SECURITY AND MAKE RECOMMENDATIONS TO FULL COUNCIL**

Cllr Ekinsmyth explained the Council's current procedures and the changes in legislation. Members felt that the current system using cheques to pay the Council's accounts worked well. It was noted that not all companies accepted cheques. Members discussed paying utility and regular bills i.e. the storage container and photocopier, by direct debit or standing order.

The Clerk had used her personal credit card to make purchases on behalf of the Council, e.g. the fridge, and then had claimed the expenditure back on an expenses claim form. Members felt that this procedure was not appropriate and that the Council needed to introduce a manageable, safe and controllable system.

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

- FR14/04/9.2 Resolved to recommend to Full Council that the current method of payment using cheques is maintained; that utility bills and regular bills i.e. the storage container and photocopier, by direct debit or standing order once the Full Council has approved each standing order and direct debit and that the Clerk investigates debit/credit cards i.e. whether the Council can have one with their bank account, how other councils manage the cards, security and suitable and sufficient control measures etc. and the Clerk will report to the next meeting of the Finance and Resources Committee.**

On a vote being taken the matter was approved unanimously.

- FR14/04/10 TO RECEIVE THE CONSULTATION ON A DRAFT TRANSPARENCY CODE FOR PARISH COUNCILS WITH A TURNOVER NOT EXCEEDING £25,000.00 AND RECOMMEND A RESPONSE TO FULL COUNCIL**

Members discussed consultation on the Draft Transparency Code for Parish Councils with a Turnover not Exceeding £25,000.00.

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

- FR14/04/10.2 Resolved to recommend to Full Council that the Draft Transparency Code for Parish Councils with a Turnover not exceeding £25,000.00 is noted and there is no response sent.**

On a vote being taken the matter was approved unanimously.

- FR14/04/11 TO RECEIVE THE VAT CONSULTATION AND RECOMMEND A RESPONSE TO FULL COUNCIL**

Members discussed the consultation on VAT in detail.

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

- FR14/04/11.2 Resolved to recommend to Full Council that the Illogan Parish Council sends the following response to the VAT Consultation – that Illogan Parish Council think that local authorities should continue with the current refund system.**

On a vote being taken the matter was approved unanimously.

**FR14/04/12 TO RECEIVE THE CONSULTATION ON THE LOCAL AUDIT AND ACCOUNTABILITY ACT – ACCESS TO MEETINGS AND RECOMMEND A RESPONSE TO FULL COUNCIL**

Members discussed in detail the consultation on the Local Audit and Accountability Act – Access to Meetings. Members considered the potential for recordings of meetings to be edited before being uploaded to the internet or circulated; they considered whether the Council should complete their own recordings of meetings and the practicalities of purchasing, setting up, operating, removing, transporting and maintaining recording equipment.

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

**FR14/04/12.2 Resolved to recommend to Full Council that the following response is sent to the consultation on Local Audit and Accountability Act – Access to Meetings:**

**Whilst Illogan Parish Council supports the transparency of meetings and in principal supports the audio and visual recording of meetings, members are concerned regarding some of the practicalities, recordings can be edited, sections of recordings could be quoted out of context, Parish Councils meet at various locations and to set up recording equipment is impractical and expensive.**

**Members presume that the recording of delegated decisions in their minutes would suffice as a written record.**

**The Council suggests that Central Government underwrites the costs to Parish Councils for implementing appropriate measures to ensure that they have suitable and sufficient methods to protect councils from falsified, inaccurate and potentially damaging materials being circulated to the wider public.**

On a vote being taken the matter was approved unanimously.

**FR14/04/13 TO REVIEW THE COUNCIL'S IT PROVISION INCLUDING THE WEBSITE, DATA BACKUP AND IT SUPPORT, AGREE FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**FR14/04/13.2 Resolved to defer this item to the next meeting and that the Council seeks a minimum of 3 quotes for the provision of IT support, the Councils website and advice on backup and encryption methods and products, all of which to be provided by the same company.**

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.16pm.

Signed: .....

Date: .....