

Minutes of the Finance & Resources Committee Meeting held at the Council Office, Tolvaddon Energy Park on Wednesday 23rd July 2014 at 7.00 p.m.

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

ALSO PRESENT: Ms S. Willsher, Clerk and two representatives from Microshade VSM (until point mentioned)

The Chairman explained the safety procedures.

FR14/07/1 TO ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR 2014/2015

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

FR14/07/1.2 Resolved that Cllr Mrs Thompson is elected Chairman of the Finance and Resources Committee for the municipal year 2015/2015.

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

FR14/07/2 TO APPOINT A VICE CHAIRMAN FOR THE MUNICIPAL YEAR 2014/2015

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

FR14/07/2.2 Resolved that Cllr Szoka is appointed Vice Chairman of the Finance and Resources Committee for the municipal year 2015/2015.

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

FR14/07/3 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Bentley.

FR14/07/4 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.

FR14/07/5 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications for dispensations from members.

FR14/07/6 TO RECEIVE A PRESENTATION FROM MICROSHADE VSM

The representatives from Microshade VSM explained that they provided a managed IT service. All applications and data were supported and held on their servers in Plymouth. All of the hosted software was specialised for town and parish councils. Their file servers were backed up daily, weekly and monthly and all data was held for 24 months. Microshade VSM were responsible for all software upgrades and that the latest software versions were available; all the councils computers would be used for would be connecting to the internet. Data could be accessed anywhere with an internet connection or a mobile device connection. There were no limits on the number of devices which the system could be loaded on. Software could be rented for limited periods of time if required. There was out of hours support available from 7am until 11pm although they preferred the support to be only used in emergencies. The offices of Microshade VSM were in separate buildings to the servers. The building housing the servers was specially designed and state of the art. They explained how the hosted applications system worked and that there was a bank of auto mirrored servers which the end user would be seamlessly switched between without them ever being aware. The financial savings were explained as being lower equipment costs, future proof IT investment etc. The Clerk's toolbox was explained; it was everything a Clerk would need to complete the admin for a council. Pdf fusion was explained and would soon be available.

FR14/07/7 PUBLIC PARTICIPATION (MAXIMUM 10 MINS – EVERY SPEAKER A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)

There were no members of the public present.

FR14/07/8 TO RECEIVE AND APPROVE THE MINUTES FROM THE MEETING HELD ON THE 9TH APRIL 2014 AND THE CHAIRMAN TO SIGN THEM

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

FR14/07/8.2 Resolved that the minutes of the meeting of the Finance and Resources Committee held on the 9th April 2014 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

FR14/07/9 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

Page 41 – Minute FR14/04/12.2 - Cllr Ford reported that the Openness and Transparency Regulations were being circulated to Council's via CALC.

FR14/07/10 TO RECEIVE THE INTERNAL AUDIT REPORT COMPLETED BY CLLRS BENTLEY AND FORD AND AGREE ANY RECOMMENDATIONS TO FULL COUNCIL

Cllr Ford spoke to his report which was circulated to members.

The quarter examined using the pre-prepared check list was that for April, May & June this year. Cllrs Bentley and Ford were the two rota members. Due to unforeseen circumstances Cllr Ford completed the audit by himself. A fairly detailed traditional audit was done because of the lone working with some documents being marked with manual workings to assist the eventual full audit. Nothing of any concern was found but the following observations were offered. A couple of manual errors were found - e.g. a batch of stubs lacked the third set of initials but the invoices had all been initialled at the time of signing. The other – which did not affect either the sum due, authorised or paid – was a recording error on the monthly summary sheet. It might be a good idea in future carefully to manage the time allocated for the cross-checking of the summary sheet to the cheques when they are signed. The check list wording was rather over-prescriptive in relation to the staff salaries. The amounts listed, authorised and paid were all in strict agreement with supporting documents: i.e. HMRC forms and summary sheets. It was hard to see how the scale point figures were a matter of scrutiny and copies of pay slips would add nothing. Perhaps a note of current scale points and their values might be to hand when a spot check was made so the gross amounts could be confirmed as not being inflated. Cllr Ford recommended re-wording of the prompt for this point. There was an item now un-presented from February and, of course, was valid until early August. This was duly reconciled to the Bank Ledger/Cash book but was a recurring nuisance and had gone across accounting years. Perhaps there should be a policy for a standard letter authorised in advance to be sent to laggard creditors after say 3 months. The management and recording of the imprest petty cash was superb and particular mention must be made of the careful and accurate dissection and treatment of inclusive standard and out-of-scope VAT rated elements. Because of confusing

terminology, Cllr Ford recommended that consideration be given to re-naming the regular in-house check as "accounts scrutiny". Additionally, that it become a monthly event to pick up and correct inconsequential and self-explanatory manual errors. This would avoid any additional fees and qualifications at the full audit.

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

FR14/07/10.2 Resolved to receive the internal audit report from Cllr Ford for the quarter of April, May and June 2014.

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

FR14/07/11 TO REVIEW THE INTERNAL AUDIT PROCEDURES, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

FR14/07/11.2 Resolved to recommend to the Full Council at the September meeting that all Councillors should be expected to complete at least one internal audit on a rota basis and to defer the review of the process until the next meeting after Cllrs Pavey and Szoka have completed the next scheduled audit.

On a vote being taken the matter was approved unanimously.

FR14/07/12 TO RECEIVE THE REPORT FROM THE CLERK ON DEBIT AND CREDIT CARDS, CONSIDER WHETHER THE COUNCIL SHOULD GET A CARD AND SUITABLE CONTROL MEASURES TO PUT IN PLACE AND MAKE RECOMMENDATIONS TO FULL COUNCIL

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

FR14/07/12.2 Resolved that the report from the Clerk is received and to recommend to Full Council that the Council do not get a credit or debit card at this time due to the insurance issues and that the Council will review the situation subsequently.

On a vote being taken the matter was approved unanimously.

FR14/07/13 TO CONSIDER A PROCESS FOR COMPILATION OF THREE YEAR FINANCIAL FORECASTS OF ALL REVENUE AND CAPITAL RECEIPTS AND PAYMENTS FOR THE FULL COUNCIL AND ALL COUNCIL COMMITTEE AS PER FINANCIAL REGULATIONS 3.2 AND 3.2, AGREE FUTURE ACTIONS AND APPROPRIATE TIMESCALES

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

FR14/07/13.2 Resolved that the Clerk would draft a template for all Council Committee to use to compile a three year forecast, the templates would feed into the overall strategic plan of the Council; the Clerk would investigate how other Councils compile three year forecasts and that this item is deferred until the next meeting.

On a vote being taken the matter was approved unanimously.

FR14/07/14 TO REVIEW THE COUNCIL'S ASSET REGISTER AND ASSOCIATED INSURANCE COVER, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

The Clerk reported that the Council had recently purchased a new strimmer and that the asset register needed updating accordingly. The Clerk had sent the updated asset register to the insurance company who had agreed to increase the sums insured on the schedule of insurance to match the asset register for no additional premium.

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

FR14/07/14.2 Resolved to approve the updated asset register; to add the recently purchased strimmer to the asset register and to note that the insurance company had agreed to increase the sums insured on the schedule of insurance to match the asset register for no additional premium.

On a vote being taken the matter was approved unanimously.

FR14/07/15 THAT UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT THE PRESS AND PUBLIC ARE EXCLUDED SUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED

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

FR14/07/15.2 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.

FR14/07/16 TO RECEIVE INFORMATION FROM LSI INDEPENDENT UTILITY BROKERS REGARDING THE SUPPLY OF ELECTRICITY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

FR14/07/16.2 Resolved that the Council cannot commit to a 24 month contract for the supply of electricity to the Council Office and that the Clerk requests a quote from LSI Utility Brokers for a 12th month period.

On a vote being taken the matter was approved unanimously.

FR14/07/17 TO COMPILE A SPECIFICATION AND QUOTATION/TENDER PACK FOR THE PROVISION OF THE COUNCIL'S WEBSITE, DATA BACKUP AND IT SUPPORT, AGREE FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

FR14/07/17.2 Resolved to receive and approve the draft specification and quotation/tender pack for the provision of the Council's website, data backup and IT support.

On a vote being taken the matter was approved unanimously.

FR14/07/18 TO COMPILE A SPECIFICATION AND QUOTATION/TENDER PACK FOR AN INDEPENDENT INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2014/2015 TO RECOMMEND TO FULL COUNCIL

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

FR14/07/18.2 Resolved to receive and approve the draft specification and quotation/tender pack for an Independent Internal Auditor with the removal of the apostrophe on the sixth bullet point on page 2.

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.45pm.

Signed:

Date: