

Minutes of the Finance & Resources Committee Meeting held in The Council Office, Unit 2
Wheal Agar, Tolvaddon Energy Park, Tolvaddon on Wednesday 13th July 2016 at 7.00pm.

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

ALSO PRESENT: Ms Willsher, Clerk and Mr Parsons (until point mentioned)

The Chairman explained the safety procedures.

FR16/07/1 TO ELECT A CHAIRMAN FOR THE 2016/17 MUNICIPAL YEAR

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

FR16/07/1.2 RESOLVED to elect Cllr Crabtree as Chairman of the Finance and Resources Committee for the 2016/17 municipal year.

On a vote being taken the matter was approved unanimously.

FR16/07/2 TO APPOINT A VICE CHAIRMAN FOR THE 2016/17 MUNICIPAL YEAR

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

FR16/07/2.2 RESOLVED to appoint Cllr Uren as Vice Chairman of the Finance and Resources Committee for the 2016/17 municipal year.

On a vote being taken the matter was approved unanimously.

FR16/07/3 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Szoka and Mrs Thompson.

There were no members absent.

FR16/07/4 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.

FR16/07/5 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications for dispensations from members.

FR16/07/6 PUBLIC PARTICIPATION (MAXIMUM 15 MINS – EVERY SPEAKER A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)

There were no members of the public present.

FR16/07/7 TO RECEIVE A PRESENTATION ON PENSIONS AND AUTO-ENROLMENT AND AGREE ANY FUTURE ACTIONS

Mr Parsons explained the history of pensions; why auto-enrolment was happening and the new legislation associated with it; the fines for failure to comply with the legislation; where help could be obtained; what was required; workers eligibility and entitlement; regular duties; data management; record keeping and ongoing compliance. He answered questions from members.

Cllr Crabtree thanked Mr Parsons for his presentation.

Mr Parsons left the meeting.

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

FR16/07/7.2 RESOLVED that Cllrs Crabtree and Uren would look into the NEST pension scheme and www.creative.com and would report to the next meeting.

On a vote being taken the matter was approved unanimously.

FR16/07/8 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE FINANCE AND RESOURCES COMMITTEE HELD ON THE 11th MAY 2016 AND THE CHAIRMAN TO SIGN THEM

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

FR16/07/8.2 RESOLVED that the minutes of the meetings of the Finance and Resources Committee held on the 11th May 2016 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

FR16/07/9 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

FR16/07/10 TO REVIEW THE BALANCES OF THE COUNCIL'S BANK ACCOUNTS AND MAKE RECOMMENDATIONS TO FULL COUNCIL

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

FR16/07/10.2 RESOLVED to recommend to Full Council that the Saver Account and the High Interest Account are closed and that the funds are put into the Public Sector Deposit Fund. That the Current Account is reduced to £75,000 and any monies over this limit are put into the Public Sector Deposit Account.

On a vote being taken the matter was approved unanimously.

FR16/07/11 TO CONSIDER THE MANAGEMENT OF THE NEIGHBOURHOOD DEVELOPMENT PLAN BUDGET AND MAKE RECOMMENDATIONS TO FULL COUNCIL

Members considered recent correspondence received, the appropriate management of public funds, paid administrative assistance and professional help.

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

FR16/07/11.2 RESOLVED **to recommend to Full Council that the Illogan Parish Neighbourhood Plan Steering Group are given £2,000 as requested and that they are offered the use of the office facilities and staff to help them apply for grant funding and to obtain quotes and presentation for professional advisors to assist them in their endeavours and that the cost of resources for the office is taken from the Neighbourhood Development Plan budget. That the Clerk writes to the Steering Group to explain the Council's decision. That the management of the budget is regularly reviewed.**

On a vote being taken the matter was approved unanimously.

FR16/07/12 TO RECEIVE THE AUDIT REPORTS COMPLETED BY COUNCILLORS AND AGREE ANY FUTURE ACTIONS

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

FR16/07/12.2 RESOLVED **that the audit report for March 2016 is received; that the Clerk maintains a list of bank signatories and their signatures and initials as they write them and that the three invoices missing the correct number of initials are corrected and retrospectively signed.**

On a vote being taken the matter was approved unanimously.

FR16/07/13 TO RECEIVE AND APPROVE THE DRAFT QUARTERLY AUDIT CHECKLIST FOR PERFORMANCE MANAGEMENT AND HEALTH AND SAFETY AND AGREE ANY FUTURE ACTIONS

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

FR16/07/13.2 RESOLVED **that the draft Quarterly Audit Checklist is received and approved and that the Clerk produces a report on the options for the selection of 5 random topics to be audited.**

On a vote being taken the matter was approved unanimously.

FR16/07/14 TO RECEIVE THE RECOMMENDATION FROM THE GOVERNANCE REVIEW COMMITTEE THAT THIS COMMITTEE REVIEWS ITS PROCESSES AND THE APPROPRIATENESS AND TRANSPARENCY OF THE WORK COMPLETED AND AGREE ANY FUTURE ACTIONS

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

FR16/07/14.2 RESOLVED that the Clerk would draft an explanation of the budget setting and monitoring process this Committee follows and that once agreed the procedure would be uploaded to the Council's website.

On a vote being taken the matter was approved unanimously.

FR16/07/15 TO RECEIVE AND APPROVE THE DRAFT ARTICLE FOR THE ILLOGAN REVIEW REGARDING POTENTIAL FUTURE SERVICES AND AGREE ANY FUTURE ACTIONS

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

FR16/07/15.2 RESOLVED that Cllrs Ekinsmyth and Pavey will work with the Clerk to incorporate the article into the Chairman's article for the autumn edition of the Illogan Review.

On a vote being taken the matter was approved unanimously.

FR16/07/16 DATE AND TIME OF THE NEXT MEETING

Wednesday 14th September 2016, 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 8.40pm.

Signed:

Date: