

Minutes of the Finance & Resources Committee Meeting held in The Council Office, Unit 2
Wheal Agar, Tolvaddon Energy Park, Tolvaddon on Wednesday 14th September 2016 at
7.00pm.

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

ALSO PRESENT: Ms Willsher, Clerk

The Chairman explained the safety procedures.

FR16/09/1 TO RECEIVE APOLOGIES FOR ABSENCE

There were no apologies received.

All members were present.

**FR16/09/2 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**

Cllr Ford declared a non-registerable interest in the insurance renewal as he
had secured sponsorship for another organisation from an insurance company
who provided insurance for Parish Councils.

FR16/09/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications for dispensations from members.

**FR16/09/4 PUBLIC PARTICIPATION (MAXIMUM 10 MINS – EVERY SPEAKER A
LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)**

There were no members of the public present.

**FR16/09/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE
FINANCE AND RESOURCES COMMITTEE HELD ON THE 13th JULY 2016
AND THE CHAIRMAN TO SIGN THEM**

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

**FR16/05/5.2 RESOLVED that the minutes of the meetings of the Finance
and Resources Committee held on the 13th July
2016 are received and approved with the
corrections of the typos and signed by the
Chairman.**

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

FR16/09/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

The Clerk reported that:

Page 101 – Minute FR16/07/10.2 – the funds had been transferred to the Public Sector Deposit Fund and the Save and High Interest Accounts with Barclays had been closed.

Page 102 – Minute FR16/07/11.2 – a letter offering support had been sent to the Illogan Parish Neighbourhood Development Plan Steering Group – no response had been received to date.

Page 102 – Minute FR16/07/12.2 – a list of bank signatories and their signatures had been compiled and stored.

Page 103 – Minute FR16/07/15.2 – Cllrs Ekinsmyth and Pavey compiled an article regarding future potential services which was included in the Illogan Review.

FR16/09/7 TO RECEIVE THE AUDIT REPORTS COMPLETED BY COUNCILLORS AND AGREE ANY FUTURE ACTIONS

It was noted that the signatures that were missing from the direct debits from May had been retrospectively signed as resolved at the last meeting.

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

FR16/09/7.2 RESOLVED that the April and May audit reports completed by Councillors are received.

On a vote being taken the matter was approved unanimously.

FR16/09/8 TO RECEIVE A REPORT FROM CLLRS CRABTREE AND UREN IN PENSIONS AND AUTO-ENROLMENT AND AGREE ANY FUTURE ACTIONS

The report from Cllrs Crabtree and Uren had been circulated to members. Cllr Crabtree complimented Cllr Uren on his work.

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

FR16/09/8.2 RESOLVED that the Clerk and the Chairman and Vice Chairman of the Finance and Resources Committee are given delegated powers to set up a NEST pension scheme for the Council.

On a vote being taken the matter was approved unanimously.

FR16/09/9 TO RECEIVE AND APPROVE THE DRAFT EXPLANATION OF THE BUDGET SETTING PROCESS AND AGREE ANY FUTURE ACTIONS

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

FR16/09/9.2 RESOLVED that the draft explanation of the budget setting process is received and approved with the following amendments and that it is uploaded to the Council's website:

- That the typos are corrected;
- Page 1 – paragraph 4 – amend to read 'The Council must appoint an officer who is responsible for the financial administration; this office is known as the Responsible Financial Officer (RFO). The Clerk is the Responsible Financial Officer (RFO) for Illogan Parish Council.';
- Page 1 – September – that bullet point xiv is deleted as it repeats a previous bullet point;
- Page 2 – October – that bullet point xiv is deleted as it repeats a previous bullet point;
- Page 3 – What Next? – bullet number 3 – amend to read 'Illogan Parish Council uses the money to run the Council services and to pay to maintain and improve the facilities, activities and services for the public.'; and
- That Appendix 2 is updated into the table format of explanations as circulated for this meeting.

On a vote being taken the matter was approved unanimously.

FR16/09/10 TO REVIEW THE BUDGETS AND ACTUAL INCOME AND EXPENDITURE TO DATE FOR THE 2016 -2017 FISCAL YEAR AND THE FIRST DRAFT BUDGET FOR THE 2017-18 FISCAL YEAR AND AGREE ANY FUTURE ACTIONS

Code 24 – Cllrs Expenses – it was noted that when considering this item members should bear in mind the elections to be held in May 2017 and the potential of new members of the Council.

Cost Code 501 – Bus Shelters – it was agreed that this code would be renamed to 'Transportation Related'.

It was agreed that the Clerk would look into what the Council could do in relation to road safety under current legislation.

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

FR16/09/10.2 RESOLVED that budgets and actual income to date for the 2016/17 fiscal year and the first draft budget for the 2017/18 fiscal year are received and have been reviewed.

On a vote being taken the matter was approved unanimously.

FR16/09/11 TO RECEIVE THE INSURANCE RENEWAL, AGREE ANY FUTURE ACTIONS AND ANY RECOMMENDATIONS TO FULL COUNCIL

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

FR16/09/11.2 RESOLVED that the Clerks would contact Came and Company and queries whether the annual cost of insurance is the same each year if a long term agreement is signed and that the Clerk will also query the long term agreement that the Council agreed to sign up to last year and that consideration of the insurance renewal is deferred to Full Council.

On a vote being taken the matter was approved unanimously.

FR16/09/12 TO RECEIVE A REPORT ON THE OPTIONS FOR RANDOMLY SELECTING SECTIONS OF THE QUARTERLY AUDIT AND AGREE ANY FUTURE ACTIONS

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

FR16/09/12.2 RESOLVED that the titles or number of each section of the quarterly audit will be typed or written on paper and members will pull 5 slips out of a container or bag and complete the checks that correspond to those numbers or title.

On a vote being taken the matter was approved unanimously.

FR16/09/13 TO DISCUSS THE APPLICATION FOR THE LOCAL COUNCIL AWARD SCHEME AND AGREE ANY FUTURE ACTIONS

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

FR16/09/13.2 RESOLVED that in the Local Council Award Scheme Illogan Parish Council applies for the Quality Award and that the Clerk uploads the appropriate documents to the Council's website and drafts any documents that are required and drafts a report for the next meeting.

On a vote being taken the matter was approved unanimously.

FR16/09/14 TO RECEIVE A REPORT FROM THE CLERK AND REVIEW THE COUNCIL'S IT, IT SERVICE CONTRACT, WEBSITE AND WEBHOSTING, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

The Clerk reported that the current IT contract will expire on the 10th December.

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

FR16/09/14.2 RESOLVED that the Clerk obtains at least three quotes for IT Support and Webhosting.

On a vote being taken the matter was approved unanimously.

FR16/09/15 TO CONSIDER THE BUDGET IMPLICATIONS OF THE MOTION FROM CLLRS HOLMES AND MISS POLLOCK 'THAT ILLOGAN PARISH COUNCIL ENQUIRES INTO THE COST OF UPGRADING BY THE COMPLETION OF THE FOOTPATH BETWEEN HUNTERSFIELD AND TOLVADDON WITH THE INTENTION OF INSTALLING A TARMAc SURFACE FOR FOUR METRES AND A WIDTH OF TWO METRES. THAT IF NECESSARY THE MONIES NEEDED TO PAY FOR THIS IMPROVEMENT COMES FROM THE COUNCIL RESERVES' AND MAKE RECOMMENDATIONS TO FULL COUNCIL

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

FR16/09/15.2 RESOLVED that this item is deferred until the next meeting for further information.

On a vote being taken the matter was approved unanimously.

FR16/09/16 DATE AND TIME OF NEXT MEETING

The next meeting would be held on the 26th October 2016, 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 8.03pm.

Signed:

Date: