

Minutes of the Finance & Resources Committee Meeting held in The Council Office, Unit 2
Wheal Agar, Tolvaddon Energy Park, Tolvaddon on Wednesday 12th July 2017 at 7.00pm.

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

ALSO PRESENT: Ms Willsher, Clerk

The Chairman explained the safety procedures.

FR17/07/1 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Ekinsmyth and Ford

There were no members absent.

FR17/07/2 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 Crabtree said that his son-in-law owned iCT4 Ltd. Members did not feel that he had an interest to declare as the software for the computers would not generate any profit for iCT4.

FR17/07/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications for dispensations from members.

FR17/07/4 PUBLIC PARTICIPATION (MAXIMUM 10 MINS – EVERY SPEAKER A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)

There were no members of the public present.

FR17/07/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE FINANCE AND RESOURCES COMMITTEE HELD ON THE 30TH NOVEMBER 2016 AND THE CHAIRMAN TO SIGN THEM

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

FR17/07/5.2 RESOLVED that the minutes of the meetings of the Finance and Resources Committee held on 30th November 2016 are received and approved with the correction of the typo on page 114 and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

FR17/07/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

FR17/07/7 TO APPOINT A VICE CHAIRMAN OF THE FINANCE AND RESOURCES COMMITTEE FOR THE MUNICIPAL YEAR 2017/2018

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

FR17/07/7.2 RESOLVED that Cllr Mrs Thompson is appointed Vice Chairman of the Finance and Resources Committee for the municipal year 2017/2018.

On a vote being taken the matter was approved unanimously.

FR17/07/8 TO RECEIVE A QUOTE FROM ICT4 LTD TO UPGRADE THE OFFICE COMPUTERS TO MICROSOFT OFFICE 365, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

The Council's computers were running on Office 2010. Office 2007 and 2010 were getting very close to the end of their support periods as they had been superseded by Office 2013 and 2016. The support was forecast to end on October 31st 2017. Any client connecting to 365 from that point would start to experience problems accessing the services/not be able to access them at all according to Microsoft's documentation.

The Council could pay an annual charge which would mean that the latest versions of Office would be available; so if part way through the subscription and Microsoft decide to release a newer version of Office the Council would be entitled to that with no further purchases. The Council could also purchase the Office suite outright, although they would not receive any upgrades if new versions were released.

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

FR17/07/8.2 RESOLVED that the Council would upgrade the Computers to Office 365 on an annual subscription basis and that the associated expenditure is approved.

On a vote being taken the matter was approved unanimously.

FR17/07/9 TO REVIEW THE PROVISION AND USE OF COUNCIL EMAIL ADDRESSES BY COUNCILLORS AND AGREE ANY FUTURE ACTIONS

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

FR17/07/9.2 RESOLVED that the email address previously used by Cllr Uren would be amended for use by Cllr Williams and that the provision and use of Councillor email addresses would be reviewed in March 2018.

On a vote being taken the matter was approved unanimously.

FR17/07/10 TO RECEIVE THE AUDIT REPORTS COMPLETED BY COUNCILLORS AND AGREE ANY FUTURE ACTIONS

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

FR17/07/10.2 RESOLVED to recommend to the Full Council that the following rota is adopted for the completion and that if members are unable to complete an audit that it is up to them to find a substitute:

**April 2017 – Cllrs Ford and Mrs Thompson
July 2017 – Cllrs Crabtree and Pavey
October 2017 – Cllrs Holmes and Miss Pollock
January 2018 – Cllrs Williams and Mrs Ferrett
Reserve – Cllrs Ekinsmyth and Mrs Roberts**

On a vote being taken the matter was approved unanimously.

FR17/07/11 TO REVIEW THE BUDGETS AND ACTUAL INCOME AND EXPENDITURE FOR THE FISCAL YEAR 2016/2017

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

FR17/07/11.2 RESOLVED that the budgets and actual income and expenditure for the fiscal year 2016/2017 have been reviewed and that there are no actions to be taken.

On a vote being taken the matter was approved unanimously.

FR17/07/12 TO COMPARE THE 2016/17 FORECAST END OF YEAR FIGURES WITH THE ACTUAL END OF YEAR FIGURES AND AGREE ANY FUTURE ACTIONS

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

FR17/07/12.2 RESOLVED that the 2016/17 forecast end of year figures have been compared with the actual end of year figures and that there are no actions to be taken.

On a vote being taken the matter was approved unanimously.

FR17/07/13 TO REVIEW THE UNSPENT BUDGET ALLOCATION FROM THE 2016/17 FISCAL YEAR AND AGREE WHAT FUNDS TO PUT INTO EARMARKED RESERVES AND ANY FUTURE ACTIONS

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

FR17/07/13.2 RESOLVED that unspent budget allocations from the 2016/17 fiscal year are put into the general fund.

On a vote being taken the matter was approved unanimously.

FR17/07/14 TO REVIEW THE INTERNAL AUDIT PROCEDURE AND CHECKLIST AND AGREE ANY FUTURE ACTIONS

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

FR17/07/14.2 RESOLVED that the Internal Audit Procedure and Checklist has been reviewed and that there are no changes made.

On a vote being taken the matter was approved unanimously.

FR17/07/15 DATE AND TIME OF NEXT MEETING

The next meeting would be held on the 13th September 2017, 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 7.42pm.

Signed:

Date: