

Minutes of the Finance & Resources Committee Meeting held on Monday 12th February 2018 at 7.00pm in The Council Office, Unit 2 Wheal Agar, Tolvaddon Energy Park, Tolvaddon

PRESENT: Councillors Crabtree (Chairman), Mrs Thompson (Vice Chairman), Ekinsmyth, Ford, Pavey, and Mrs Roberts.

ALSO PRESENT: Ms Willsher, Clerk

The Chairman explained the safety procedures.

FR18/02/1 TO RECEIVE APOLOGIES FOR ABSENCE

There were no apologies received; all members were present. There were no members absent.

FR18/02/2 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 declared an interest in the items relating to the Office 365 license and cloud backups.

FR18/02/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications for dispensations from members.

FR18/02/4 PUBLIC PARTICIPATION (MAXIMUM 10 MINS – EVERY SPEAKER HAS A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)

There were no members of the public present.

FR18/02/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE FINANCE AND RESOURCES COMMITTEE HELD ON THE 13th NOVEMBER 2017 AND THE CHAIRMAN TO SIGN THEM

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

FR18/02/5.2 RESOLVED that the minutes of the meeting of the Finance and Resources Committee held on 13th November 2017 are received and approved and signed by the Chairman.

On a vote being taken on the matter there were 5 votes FOR and 0 votes AGAINST.

FR18/02/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

FR18/02/7 TO COMPILE A FORWARD-LOOKING ACTION PLAN TO INCLUDE APPROPRIATE RESOURCES FOR ROSEMULLION PARK, AGREE ANY FUTURE ACTIONS AND ANY RECOMMENDATIONS TO FULL COUNCIL

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

FR18/02/7.2 RESOLVED to recommend to the Full Council that an article is put in the next edition of the Illogan Review asking residents to complete a survey on their thoughts of Illogan Parish Council taking responsibility for areas such as but not exclusive to those listed below:

- Rosemullion Park and the 3 green amenity areas in Tolvaddon;
- The 2 areas of green space at Sunnyside Parc;
- The green land and play area at Bosvean Gardens and Poldark Road area;
- Land at Valley Gardens; and
- Weed spraying.

On a vote being taken the matter was approved unanimously.

FR18/02/8 TO REVIEW THE COUNCIL'S INTERNAL AUDIT PROCEDURE, AGREE HOW TO GET THE AUDITS UP TO DATE, CONSIDER HOW TO ENSURE THEY ARE COMPLETED PROMPTLY AND FAIRLY AND AGREE ANY FUTURE ACTIONS

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

FR18/02/8.2 RESOLVED that the Finance and Resources Committee expresses extreme regret that the internal audit procedure has relied on the same few people and as a result the audits have fallen behind. Volunteers are required to join in a rota which will be confirmed and published quarterly during the Full Council meeting. That Cllrs Crabtree and Pavey; Cllrs Mrs Roberts and Mrs Thompson; and Cllrs Ford and Ekinsmyth would complete the back log of audits from 2017.

On a vote being taken the matter was approved unanimously.

FR18/02/9 TO CONSIDER HOW TO COMPILE A FULL REPORT FOR THE FULL COUNCIL ON ALL OPTIONS FOR OFFICE ACCOMMODATION, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

Cllr Crabtree explained the lease for the current office facility expires in August 2018; he was expected to receive the notice shortly.

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

- FR18/02/9.2 RESOLVED** that the report from the Clerk is noted and that **bullet point 5, What the Council need/want in office space/accommodation, (size, parking, do they want a room for private meetings, access, further growth allowance), must be considered when considering office accommodation. To recommend to Full Council that in the short term the Finance and Resources Committee are given delegated powers to negotiate the renewal of the current lease with appropriate break clauses whilst other options are considered. That in the circumstances, including the short timescale and pending Boundary Review of parish boundaries, that now was not the right time to be purchasing an office. That in the longer term, the Finance and Resources Committee are given 12 months and delegated authority to investigate all the options and prepare a report for consider by Full Council.**

On a vote being taken the matter was approved unanimously.

- FR18/02/10 TO RECEIVE CORRESPONDENCE FROM JOBCENTRE NEAR ME REQUESTING THAT A LINK TO THEIR WEBSITE IS INCLUDED ON THE COUNCIL'S USEFUL LINK WEBSITE PAGE AND AGREE ANY FUTURE ACTIONS**

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

- FR18/02/10.2 RESOLVED** that the link to the 'Jobcentre Near Me' website is included on the Council's 'Useful Links' page of the website.

On a vote being taken the matter was approved unanimously.

Cllr Crabtree left the meeting.

- FR18/02/11 TO NOTE THAT THE OFFICE 365 LICENSE EXPIRES IN MAY 2018, REVIEW THE PROVISION OF COUNCILLOR EMAIL ADDRESSES, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

- FR18/02/11.2 RESOLVED** that in view of the General Data Protection Regulation (GDPR) that all Councillors that have access to a computer and use emails will be provided with and would be expected to use a Council email address for all Council business.

That the Clerk would get a quote for appropriate training for Councillors to ensure that they are able to use their Council email.

On a vote being taken the matter was approved unanimously.

FR18/02/12 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Wednesday 9th May 2018, 7pm in the Council Office.

FR18/02/13 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

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

FR18/02/13.2 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.

FR18/02/14 TO RECEIVE INFORMATION AND REVIEW THE COUNCIL'S CURRENT CLOUD DATA BACKUP, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

Cllr Mrs Roberts left the meeting.

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

FR18/02/14.2 RESOLVED that the cloud backups remain unaltered until Independent, technical advice has been sought from the General Data Protection Regulation (GDPR) Parish Council Helpline and that the Council's backups will be considered at the next meeting.

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.22pm.

Signed:

Date: