

Minutes of the Finance & Resources Committee Meeting held in The Council Office, Unit 2
Wheal Agar, Tolvaddon Energy Park, Tolvaddon on Wednesday 13th February 2019 at 7.00pm.

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

ALSO PRESENT: Ms Willsher, Clerk

The Chairman explained the safety procedures.

FR19/02/1 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Pavey.

There were no members absent.

**FR19/02/2 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**

There were no interests declared.

FR19/02/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications for dispensations from members.

**FR19/02/4 PUBLIC PARTICIPATION (MAXIMUM 10 MINS – EVERY SPEAKER A
LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)**

There were no members of the public present.

**FR19/02/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE
FINANCE AND RESOURCES COMMITTEE HELD ON THE 9TH JANUARY
2019 AND THE CHAIRMAN TO SIGN THEM**

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

**FR19/02/5.2 RESOLVED that the minutes of the meetings of the Finance
and Resources Committee held on 9th January
2019 are received and approved and signed by the
Chairman.**

On a vote being taken the matter was approved unanimously.

**FR19/02/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS
OF ACTIONS, FOR INFORMATION ONLY**

There were no matters arising.

FR19/02/7 TO REVIEW THE COUNCIL'S INTERNAL AUDIT PROCEDURE AND AGREE ANY FUTURE ACTIONS

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

FR19/02/7.2 RESOLVED that both internal audits are completed quarterly; that Cllrs are appointed at Full Council to complete each audit; and that different Cllrs each quarter complete each internal audit.

On a vote being taken the matter was approved unanimously.

FR19/02/8 TO REVIEW PETTY CASH, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

FR19/02/8.2 RESOLVED that the Clerk would look into a 'Connect Card' with a £150 limit to be used to draw the petty cash out.

On a vote being taken the matter was approved unanimously.

FR19/02/9 TO RECEIVE CORRESPONDENCE AND INFORMATION ON CHANGES TO THE PUBLIC SECTOR DEPOSIT FUND AND AGREE ANY FUTURE ACTIONS

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

FR19/02/9.2 RESOLVED that the correspondence and information on changes to the Public Sector Deposit Fund are noted.

On a vote being taken the matter was approved unanimously.

FR19/02/10 TO RECEIVE THE RECOMMENDATION FROM THE COMMUNITY LIAISON COMMITTEE THAT THE UNSPENT BUDGET FOR COST CODE 309 – EVENTS AND 504 – CHRISTMAS LIGHTS ARE VIRED TO EMRS AT THE END OF THE FINANCIAL YEAR AND AGREE ANY FUTURE ACTIONS

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

FR19/02/10.2 RESOLVED to received and approve the recommendation from the Community Liaison Committee that any unspent budget from cost code 309 – Events and 504 – Christmas Lights is vired into an Ear Marked Reserve (EMR) at the end of the financial year.

On a vote being taken the matter was approved unanimously.

FR19/02/11 TO RECEIVE THE RECOMMENDATION FROM THE GOVERNANCE REVIEW COMMITTEE THAT A SECTION ON 'PAYMENTS' IS DRAFTED TO BE INCLUDED IN THE POLICY TO ADVISE POTENTIAL CONTRACTORS HOW THE COUNCIL PAYS INVOICES AND WHEN ETC AND AGREE ANY FUTURE ACTIONS

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

FR19/02/11.2 RESOLVED that the recommendation from the Governance Review Committee is received and approved and that a section on 'Payments' is drafted to be included in the Quotations and Tenders Policy to advise potential contractor how the Council pay invoices, when etc.

On a vote being taken the matter was approved unanimously.

FR19/02/12 TO RECEIVE THE RECOMMENDATION FROM THE GOVERNANCE REVIEW COMMITTEE THAT A NEW EMAIL ADDRESS 'dpo@illoganparishcouncil.gov.UK' IS CREATED, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATION EXPENDITURE

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

FR19/02/12.2 RESOLVED that the recommendation from the Governance Review Committee is received and approved and that when the new IT Contractor is in place an email address 'dpo@illoganparishcouncil.gov.uk' will be created.

On a vote being taken the matter was approved unanimously.

FR19/02/13 DATE AND TIME OF NEXT MEETING

The next meeting will be held on Wednesday 27th February 2019, 6.45pm in the Council Office.

FR19/02/14 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 Mrs Thompson and:

FR19/02/14.2 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.

FR19/02/15 TO RECEIVE A REPORT ON TENDERS FOR THE IT SUPPORT, WEBHOSTING AND DATA BACKUP, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

FR19/02/15.2 RESOLVED that the Clerk would contact iCT4 and request a handover document and that Cllrs Crabtree and Mrs Thompson would attend the Council Office at 12.30pm on Tuesday 19th February 2019 to open the returned tenders.

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 7.24pm.

Signed:

Date: