

Minutes of the Finance & Resources Committee Meeting held in The Council Office, Unit 2
Wheal Agar, Tolvaddon Energy Park, Tolvaddon on Wednesday 10th July at 7.00pm.

PRESENT: Councillors Pavey (Chairman), Szoka (Vice Chairman), Crabtree, Ford, Pavey, Mrs
Thompson and Weatherburn (not a member of this Committee).

ALSO PRESENT: Ms Willsher, Clerk

The Chairman explained the safety procedures.

FR19/07/1 TO RECEIVE APOLOGIES FOR ABSENCE

There were no apologies received; Cllr Ekinsmyth was absent.

**FR19/07/2 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**

There were no interests declared.

FR19/07/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications for dispensations from members.

**FR19/07/4 PUBLIC PARTICIPATION (MAXIMUM 10 MINS – EVERY SPEAKER A
LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)**

There were no members of the public present.

**FR19/07/5 TO APPOINT A VICE CHAIRMAN OF THE FINANCE AND RESOURCES
COMMITTEE FOR THE MUNICIPAL YEAR 2019/2020**

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

**FR19/07/5.2 RESOLVED that Cllr Szoka is appointed Vice Chairman of the
Finance and Resources Committee for the
municipal year 2019/2020.**

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

FR19/07/6 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE FINANCE AND RESOURCES COMMITTEE HELD ON THE 1st MAY 2019 AND THE CHAIRMAN TO SIGN THEM

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

FR19/07/6.2 RESOLVED that the minutes of the meeting of the Finance and Resources Committee held on 1st May 2019 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

FR19/07/7 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

FR19/07/8 TO RECEIVE INFORMATION ON THE INSURANCE FOR THE PHOTOCOPIER, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

FR19/07/8.2 RESOLVED that the Clerk would confirm whether the Photocopier is currently insured under the Council's current policy and if not, she would add it.

On a vote being taken the matter was approved unanimously.

FR19/07/9 TO RECEIVE INFORMATION ON WEB SCRIBE, CONSIDER WHETHER TO MOVE OVER TO WEB SCRIBE FROM THE DESKTOP-BASED VERSION AND AGREE ANY FUTURE ACTIONS

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

FR19/07/9.2 RESOLVED that subject to confirmation that the cloud for Web Scribe is GDPR compliant that the Council would move over to Web Scribe.

On a vote being taken the matter was approved unanimously.

FR19/07/10 TO RECEIVE THE RECOMMENDATION FROM THE COMMUNITY LIAISON COMMITTEE THAT THE UNSPENT REVENUE AND CAPITAL BUDGETS FOR EVENTS ARE VIRED INTO AN EAR MARKED RESERVE (EMR) AND AGREE ANY FUTURE ACTIONS

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

FR19/07/10.2 RESOLVED that the recommendation from the Community Liaison Committee that the unspent revenue and capital budgets for events are vired into an ear marked reserve (EMR).

On a vote being taken the matter was approved unanimously.

FR19/07/11 TO REVIEW ALL EAR MARKED RESERVES (EMRs) AND AGREE ANY FUTURE ACTIONS

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

FR19/07/11.2 RESOLVED that all Ear Marked Reserves (EMRs) have been reviewed.

On a vote being taken the matter was approved unanimously.

FR19/07/12 TO REVIEW THE IT CONTRACT AND AGREE ANY FUTURE ACTIONS

The Clerk reported that the IT Support and Webhosting contracts were going well. Any issues or requests were dealt with promptly usually within hours of the report being made. Actions and issues were explained to us.

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

FR19/07/12.2 RESOLVED that the IT contract has been reviewed and that it will be reviewed again at 12 months from the start of the contract.

On a vote being taken the matter was approved unanimously.

FR19/07/13 TO AGREE WHAT TO DO WITH SURPLUS IT EQUIPMENT AND AGREE ANY FUTURE ACTIONS

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

FR19/07/13.2 RESOLVED that the Clerk would arrange for NCI Technologies to securely wipe the 2 PC towers and NAS box at a maximum cost of £199 and once wiped they would be donated to charity.

On a vote being taken the matter was approved unanimously.

FR19/07/14 TO REVIEW THE WEBSITE STATISTICS AND AGREE ANY FUTURE ACTIONS

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

FR19/07/14.2 RESOLVED that the website statistics have been reviewed and that the Clerk would maintain a spreadsheet of monthly statistics.

On a vote being taken the matter was approved unanimously.

FR19/07/15 TO RECEIVE THE ACTION PLAN COMPILED BY THE GOVERNANCE REVIEW COMMITTEE, ADD BUDGETARY FIGURES AND AGREE ANY FUTURE ACTIONS

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

FR19/07/15.2 RESOLVED that the action plan compiled by the Governance Review Committee is received and that the Clerk would calculate costings as per the agreed methods.

On a vote being taken the matter was approved unanimously.

FR19/07/16 TO RECEIVE AND APPROVE THE 'PAYMENTS' SECTION TO GO INTO THE QUOTATIONS AND TENDERS POLICY AND AGREE ANY FUTURE ACTIONS

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

FR19/07/16.2 RESOLVED that the 'Payments' section to go in the Quotations and Tenders Policy is received and approved with the correction of the typo and the following amendment:

- **1st sentence amend to read 'If awarded a contract, Illogan Parish Council will pay for services rendered against an invoice for the work.'**

On a vote being taken the matter was approved unanimously.

FR19/07/17 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Wednesday 11th September 2019, 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 7.58pm.

Signed:

Date: