

Minutes of the Finance & Resources Committee Meeting held in The Old School Centre, Nance Lane, Illogan on Wednesday 13th October 2021 at 7.00pm.

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

ALSO PRESENT: Ms Willsher, Clerk

The Chairman explained the safety procedures.

FR21/10/1 TO RECEIVE APOLOGIES FOR ABSENCE

There were no apologies received; all members were present.

FR21/10/2 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.

FR21/10/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications for dispensations from members.

FR21/10/4 PUBLIC PARTICIPATION (MAXIMUM 10 MINS – EVERY SPEAKER A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)

There were no members of the public present.

FR21/10/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THE FINANCE AND RESOURCES COMMITTEE HELD ON THE 14TH JULY 2021 AND THE CHAIRMAN TO SIGN THEM

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

FR21/10/5.2 RESOLVED that the minutes of the meetings of the Finance and Resources Committee held on 14th July 2021 are received and approved with the amendment to the venue and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

FR21/10/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

It was agreed that the IT contract would be reviewed 4 months prior to it expiring,

FR21/10/7 TO REVIEW THE ACTUAL INCOME AND EXPENDITURE FROM THE 1ST APRIL 2021 UNTIL THE 30TH SEPTEMBER 2021, COMPARE THE ACTUAL INCOME AND EXPENDITURE WITH THE BUDGETS FOR THE 2021 - 2022 FISCAL YEAR AND AGREE ANY FUTURE ACTIONS

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

FR21/10/7.2 RESOLVED that the actual income and expenditure from the 1st April 2021 until the 30th September 2021 has been reviewed and compared with the budgets for the 2021 - 2022 fiscal year

On a vote being taken the matter was approved unanimously.

FR21/10/8 TO RECEIVE THE FORECAST EXPENDITURE FROM THE 1ST OCTOBER 2021 UNTIL THE 31ST MARCH 2022 AND AGREE ANY FUTURE ACTIONS

In response to a question, the Clerk confirmed that cost code 26 Health and Safety covered the administration of Health and Safety such as audits and training.

It was noted that NALC had experienced some difficulties with the LCR magazine which were in the process of being rectified. This would result in expenditure for the magazine. It was therefore agreed to include £203 in the forecast for cost code 13 Publications.

It was agreed that the Clerk would clarify for members the locations of the verges that the Council trim.

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

FR21/10/8.2 RESOLVED that the forecast expenditure is received and that the following amendments are made:

- **£203 is included in the forecast for cost code 13 Publications.**
- **that a new cost centre titled 'Illogan Park' is created with appropriate cost codes such as 'toilets', 'changing facilities', 'office' etc**

On a vote being taken the matter was approved unanimously.

FR21/10/9 TO RECEIVE THE 1ST DRAFT BUDGET FOR THE 2022/2023 FINANCIAL YEAR AND AGREE ANY FUTURE ACTIONS

All cost centres and cost codes were discussed in detail.

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

FR21/10/9.2 RESOLVED that the 1st draft budget for the 2022/2023

financial year is received with the following amendments:

- **Cost code 4 – Contingency Reserve – amend add to EMR figure to £2,400**
- **Cost code 15 – Training and Conferences – amend closing EMR to £500**
- **Cost code – 312 – Illogan Park – review due to cost increases such as toilet cleaning and maintenance and the regular overspending of the budget**
- **Cost code 309 – Events – amend to £5,000 to allow an event for the Queen’s jubilee to be held**
- **That around £3,500 per annum would be budgeted for cleaning the toilets**
- **Cost code 510 – Illogan Park Projects – amend budget to £10,000**
- **Cost coded 102 – Utilities – amend to £3,000**
- **Cost code 401 – Manningham Wood – reduce closing EMR to £2,000**

On a vote being taken the matter was approved unanimously.

FR21/10/10 DATE AND TIME OF NEXT MEETING

Wednesday 10th November 2021, 7pm in the Old School Centre. The laptop and projector would be used to display the budgets.

FR21/10/11 THAT UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT THE PRESS AND THE PUBLIC ARE EXCLUDED DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED

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

FR21/10/11.2 RESOLVED that under the 1960 Public Bodies (Admission to Meetings) Act the press and the public are excluded due to the confidential nature of the business to be discussed

On a vote being taken the matter was approved unanimously.

FR21/10/12 TO RECEIVE A REPORT ON A RECENT INVOICING QUERY AND AGREE ANY FUTURE ACTIONS

An invoice had been received for works completed however, when the Council tried to pay it was rejected as the account name did not match the account number. The contractor has also started invoicing using a different name but the same VAT number with no explanation as to why. Further to discussion:

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

FR21/10/12.2 RESOLVED that the invoice would be paid by cheque.

On a vote being taken the matter was approved unanimously.

FR21/10/13 TO REVIEW SCRUTINY PROCEDURES FOR CONTRACTORS' DETAILS AND INVOICING ETC AND AGREE ANY FUTURE ACTIONS

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

FR16/05/13.2 RESOLVED that the Clerk would draft a Policy on checks for new contractors, the policy will include a checklist.

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.28pm.

Signed:

Date: