

**FINANCE & GENERAL PURPOSES COMMITTEE
Minutes**

19th January 2016 at 8.55pm

1. APOLOGIES

Cllr Mrs. Gold and Cllr Dowdall

PRESENT

Cllr Smith (in the Chair), Cllr Denley, Cllrs Lumley, Cllr Mrs. Tolman , Cllr Williams, Cllr Tagg, Cllr Harriman, Cllr Long (late arrival), Cllr Gist and Cllr Mrs. Cookley.

MEMBERS OF THE PUBLIC: 0

OFFICER: Helen Dowdall (Clerk)

2. MINUTES

The Minutes of the meeting of 8th December 2015 were approved as a correct record of the proceedings and duly signed.

3. MATTERS ARISING - None

4. DISCLOSURES OF INTEREST-

None

5. FINANCE

a) Approval of payments

It was proposed by Cllr Gist seconded Cllr Lumley and agreed to approve the following payments:

Payments for approval 19th January 2016

TH	DD	British Gas	Town Hall gas	442.31	22.11	464.42
TH	DD	Opus Energy	TH electricity	320.31	64.06	384.37
TH	DD	British Gas	Unit 11 electricity	70.77	3.53	74.30
TH	DD	British Gas	PC electricity	598.20	29.91	628.11
FGP	DD	Three	Mobile Phone	19.15	3.83	22.98
OS	DD	Allstar	Fuel	61.67	12.33	74.00
OS	9613	R G Julian	Waste removal	195.00		195.00
OS	9614	Nomix Enviro	Waste Drum	208.00	41.60	249.60

TH	9615	Gopak	Chair feet	11.00	2.20	13.20
FGP	9616	Filmbank	Minions	159.60		159.60
OS	9617	EDF Energy	Workshop electricity	14.09		14.09
TH	9618	Bunzl	Floor Polish	45.98	9.20	55.18
FGP	9619	Ricoh	Photocopier	289.24	57.85	347.09
FGP	9620	RBL	CCC Wreath	15.00		15.00
FGP	9621	TAVATA	Membership	200.00		200.00
TH	9622	M J Troup	PM Drainage	8,580.00		8,580.00
OS	9623	Lynher Training	Staff training	140.00		140.00
TH	9624	Nisbets	Kitchen supplies	71.76	12.91	84.67
TH/OS	9625	Cory	Waste collection	178.11	35.62	213.73
FGP	9626	T Stentiford	Dry Cleaning	32.40		32.40
FGP	9627	SeaDog IT	Web maintenance	19.95		19.95
FGP	9628	ICO	Data protection	35.00		35.00
OS/TH	9629	GB Tool Hire	Various	2,166.67	433.33	2,600.00
FGP	9630	Martin Luck	Stationery	25.41	5.08	30.49
TH	9631	Callington Launderette	Table Cloths	19.50		19.50
FGP	9632	Filmbank	Inside Out	159.60		159.60
OS	9633	Cormac	Hire Charges	47.97	9.59	57.56
TH/OS	9634	Trewarthas	Various	323.36	64.67	388.03
				14,450.05	807.82	15,257.87

b) Budget Monitoring – The Clerk went through the current financial position for this Committee. **Noted.**

6. FOR DECISION - To discuss the Community Chest and going forward, namely to

- To receive an updates on the recent filmshows & refreshment kiosk.

Prior to the meeting the Clerk had circulated details on the current stock levels and prices, together with the takings and expenses.

Resolved. It was proposed by Cllr Gist seconded by Cllr Tagg and agreed that the Chairman in conjunction with staff (MM) review the proposed pricing with compliance to RRP's and bring back to the next meeting for ratification.

- To discuss any forthcoming community events requesting Town Council support. The annual request to support the hall hire for the Mayfest had been received.

Resolved. It was proposed by Cllr Gist seconded by Cllr Tagg and agreed that hall hire to the value of £400 be granted but for the Clerk to administer its allocation. (1 Abstention, Cllr Lumley)

7. **FOR INFORMATION** – To receive an update on the Solar Farm grants and the article for the Newsletter.

An article has gone in the February Newsletter to say that roughly £4,000 (from the £25,600) has been left over and we invite community project bids by the end of April. In the meantime the Clerk would contact last year's successful bids for an update on how those projects are progressing, so in May we can do a thorough review of past and future projects. **Noted.**

8. **FOR DECISION** – To receive an update from the Christmas Committee meeting and feedback generally regarding Christmas 2015.

In Cllr Mrs Gold's absence Cllr Lumley gave an update of the meeting held last Friday. The Primary School had been an amazing support, when the bad weather meant that an alternative venue was needed very last minute. The date for 2016 has been set as 3rd December. The Rotary Club is keen to pursue the Santa Run initiative this year, as Chicks will be busy at Tavistock's run. Cllr Smith has spoken with Rev. Stephens about having the bells rung at a slightly different time this year.

Cllr Long joined the meeting.

Cllr Gist has stepped down from the Christmas Committee. **Noted.**

The Clerk reported that new lights would be needed for Kelly Bray.

Resolved. It was proposed by Cllr Gist seconded by Cllr Long and agreed to defer this item until next month, when Cllr Mrs Gold is in attendance.

9. **FOR DECISION** - To consider the TAVATA subscription for 2016.

Resolved. It was proposed by Cllr Long seconded by Cllr Denley and agreed to continue with the mural subscription this year. Cllr Mrs Coakley asked for an update on the mural trail leaflets, which the Clerk would look into.

On the subject of murals it was reported that the Tesco mural has been taken down, Cllr Smith would follow this up.

10. **FOR DECISION** – To receive an update on the IT upgrade project for the office, enhancement of Council server and storage and update on Visual Display Unit.

The servers have reached a point that they are getting close to capacity and need updating. Similarly, the staff in the office would benefit from dual screens and one PC needs replacing.

Resolved. It was proposed by Cllr Denley seconded by Cllr Mrs Coakley and agreed unanimously to proceed with the upgraded servers, additional screens and replacement PC for the office.

- 11. FOR DECISION** – To receive any update from the Clerk on internal control monitoring.

The Clerk gave a report on the internal control monitoring which was suitably challenged by the Committee. There are a number of policies and procedures that are undergoing a yearly review.

Resolved. It was proposed by Cllr Gist seconded by Cllr Long and agreed unanimously that the Chair in consultation with the Clerk be given power to review such items and bring back to the committee for approval.

- 12. FOR DECISION** – To consider a review of the Standing Orders and Financial Regulations.

The Clerk explained the current regulations and need to have them reviewed regularly.

Resolved. It was proposed by Cllr Denley seconded by Cllr Gist and agreed unanimously to approve the review.

- 13. FOR DECISION** – To discuss the Queen’s 90th Birthday Celebrations.

There are various proposals and suggestions being circulated regarding the Queen’s birthday celebrations.

Resolved. It was proposed by Cllr Gist seconded by Cllr Tagg and agreed unanimously that the item be deferred for a month and in the meantime Councillors make enquiries through their various community contacts, such as the British Legion, Neighbourhood Watch, Lions, Rotary and report back next month to see what appetite there is.

- 14. ANY OTHER BUSINESS** – To consider any other urgent items, at the discretion of the Chair.
Nothing.

There being no further business the meeting was closed at 9.24pm.