

**FINANCE & GENERAL PURPOSES COMMITTEE  
Minutes**

**21<sup>st</sup> June 2016 at 7.50pm**

**1. APOLOGIES**

Cllr Mrs. Coakley, Cllr Lumley & Cllr Dowdall

**PRESENT**

Cllr Tagg (in the Chair), Cllr Williams, Cllr Gist, Cllr Mrs. Gold, Cllr Denley, Cllr Long (left early), Cllrs Mrs Tolman, Cllr Harriman and Cllr Smith

**MEMBERS OF THE PUBLIC: 1**

**OFFICER:** Helen Dowdall (Clerk)

**2. MINUTES**

The Minutes of the meeting of 31<sup>st</sup> May 2016 were approved as a correct record of the proceedings and duly signed.

**3. MATTERS ARISING – None**

**4. DISCLOSURES OF INTEREST-**

Item 5, Cllr Mrs Gold, as a member of the WI (in receipt of a payment).

**5. FINANCE**

a) Approval of payments

It was proposed by Cllr Denley seconded Cllr Long and agreed to approve the following payments (1 abstention):

**Payments for approval 21st June 2016**

FGP	DD	Three	Mobile phone	10.99	2.20	13.19
OS	DD	Allstar	Fuel	124.42	24.87	149.29
TH	DD	Opus Energy	Town Hall electricity	302.86	60.57	363.43
OS/TH	9821	Cory	Waste removal	190.62	38.12	228.74
FGP	9822	Ugalde & Son	Repayment of fees paid in error	451.50		451.50
FGP	9823	SeaDog IT	Monthly hosting	19.95		19.95
TH	9824	British Gas	Unit 11 electricity	54.55	2.72	57.27
TH/OS	9825	Cory	Waste removal	190.62	38.12	228.74

TH/OS	9826	Trewarthas	Misc	79.02	15.80	94.82
OS	9827	R G Julian	Skip Hire	195.00		195.00
FGP	9828	Avalon	Bookings software	155.00		155.00
FGP	9829	Callington WI	Mayor Choosing refreshments	135.00		135.00
OS	9830	Big Wheelers	Trailer retest	250.00		250.00
FGP	9831	Filbank media	Capture the Flag	133.00	26.60	159.60
FGP	9832	Sage UK	Stationery	29.00	5.80	34.80
OS	9833	Nomix Enviro	Training & Exam	1,242.00	248.40	1,490.00
FGP	9834	A Stentiford	Annual allowance	200.00		200.00
FGP	9835	A Stentiford	Town Crier's Shield	350.00		350.00
				<b>4,113.53</b>	<b>463.20</b>	<b>4,576.33</b>

## 6. CHAIRMAN'S INTRODUCTION AND ASPIRATIONS FOR THE COMING YEAR –

Cllr Tagg welcomed everyone and explained his two key aspirations for the coming year:

- Would like to come to a final decision with the murals. We have set aside a special meeting on the 12<sup>th</sup> July specifically for this matter.
- To complete any projects that we have already committed to.

## 7. FOR DECISION – To go through the outstanding projects relating to this committee, with progress, ownership and timescales for completion.

Subject	Position	Ownership	Timescales/comments
Filmshows	Ongoing	Cllr Mrs Gold & Cllr Smith working with MM	Need more ownership and support from Councillors
Christmas Committee	Ongoing	Cllr Mrs Gold coordinates the meetings	To receive a report from Cllrs Mrs Gold in September. Cllr Denley & SS to obtain costings for Christmas lights in the Pannier Market ASAP.
Mural	To receive Cllr Lumley's report on the 12 <sup>th</sup> July	Cllr Lumley	Decision on our direction of travel to be made on the 12 <sup>th</sup> July.
CCTV	Chair & Clerk have met with ESSA today regarding the camera by the Skatepark	Cllr Tagg & Clerk	To get costs and timings confirmed by the end of June with the aspiration to get works completed before the Summer Holidays.
<b>Resolution for the CCTV</b>			
It was proposed by Cllr Gist seconded by Cllr Tolman and agreed unanimously that the Chair of F&GP, Chair of OS and Clerk have power to act regarding the purchase and installation of the additional CCTV.			
Internal Control	Yearly Review	Clerk	F&GP December
Review of the	Yearly Review	Clerk	F&GP December

Standing Orders & Financial Regulations			
Annual Donation to Church Flowers	Agreed to have a yearly donation of £150	Clerk	Put as a standard payment every January
<b>Resolution with the Church Flowers</b>			
It was proposed by Cllr Denley secondly by Cllr Long and agreed that an annual donation of £150 could be given to the Church for flowers.			
Unilateral Undertaking	To complete an audit of the first round and to obtain supporting documentation for second round.	Clerk	To get responses back from the applicants by the end of July, and to bring back to F&GP August.
Cllr Denley left the room for this item.			
<b>Resolution</b>			
It was proposed by Cllr Long seconded by Cllr Gist and agreed that no further applications can be considered for the second round of grant applications. Any late applications could be put forward for the third round or alternative sourcing options provided and discussed at the next F&GP meeting.			
IT System	To enhance data security	Portreeve	To bring back prices and alternatives for security to F&GP July.
<b>Resolution with the IT</b>			
It was proposed by Cllr Gist seconded by Cllr Gold and agreed that an item be put on next month's agenda to discuss the various options and decide on a suitable course of action.			
Twinning Support/ Involvement	To provide a civic reception in 2017	Cllr Tagg to contact Twinning Association to clarify dates, times and numbers.	
Community Emergency Plan	Yearly Review	Clerk	F&GP October
Insurance & Risk Management Training	Review of best practices and enhancements to protocol	Clerk	F&GP November
Updates on policies and procedures	Yearly Review	Clerk	F&GP November
Newsletter	Yearly Review	F&GP Committee	F&GP September
Long Term Financial Planning	Develop a 5 year plan	Clerk	F&GP December

Review of Earmarked Reserves	Yearly Review	Clerk	F&GP September
Civic Regalia – Repairs	To arrange repairs	Clerk	F&GP September
Council Chamber Photos	To purchase photos and frames	Clerk	F&GP September
Civic Badges	To get costings	Clerk	F&GP September

**8. FOR DECISION – To discuss the Community Chest and going forward, namely to**

- To receive an update on the recent filmshows and the 3<sup>rd</sup> July Film Fest.

For May the attendance was very good (over 40) but the attendance last week was only 8 (however the weather was very good and it coincided with another community event at Lockett).

Cllr Mrs Gold circulated a rota for the film fest and asked if anyone could provide popcorn maker(s), likewise any raffle prize donations would be appreciated.

**9. ANY OTHER BUSINESS – To consider any other urgent items, at the discretion of the Chair.**

- a) Costings for a replacement skatepark have been obtained and were discussed.

**Resolved.** It was proposed by Cllr Gist seconded by Cllr Denley and agreed unanimously to proceed with the quote from Rhino forthwith and to arrange removal of the five existing benches and to replace them with three (one by the footpath, one in the skatepark itself and one by the water fountain).

There being no further business the meeting was moved to a Part II at 8.37pm.