

FINANCE & GENERAL PURPOSES COMMITTEE
Minutes
18th October 2016 at 7.05pm

1. APOLOGIES

Cllr Mrs. Coakley, Cllr Lumley, Cllr Denley, Cllr Long, Cllr Harriman & Cllr Dowdall

PRESENT

Cllr Tagg (in the Chair), Cllr Williams, Cllr Gist, Cllrs Mrs. Tolman, Cllr Smith & Cllr Mrs. Gold

MEMBERS OF THE PUBLIC: 0

OFFICER: Helen Dowdall (Clerk) & George Du Plessis (F&M Manager)

2. MINUTES

The Minutes of the meeting of 20th September 2016 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 by Cllr Smith and agreed to proceed with the following payments:

Payments for approval 18th October 2016

FGP	DD	Three	Mobile Phone	43.65	8.73	52.38
OS	DD	Allstar	Fuel	114.51	22.90	137.41
TH	9976	Launderette	Tablecloths	42.00		42.00
FGP	9977	Ricoh UK	Photocopier	271.38	54.28	325.66
FGP	9978	LITE	Christmas lights	788.00	157.60	945.60
OS	9979	TS McMahon	Tree works	400.00		400.00
OS	9980	EDF Energy	Cemetery workshop	17.20	0.86	18.06
FGP	9981	SW Automation	Damage at Tavi Rd	209.32	41.86	251.18
TH	9982	Armada Seamless Gutters	PM Guttering	1,288.50		1,288.50
OS	9983	Fenland Leisure	Playground parts	56.75	11.35	68.10
FGP	9984	Filmbank	Kung Fu Panda 3	133.00	26.60	159.60
OS	9985	ARC Metalcraft	Notice board frame	827.67	165.53	993.20
				4,191.98	489.71	4,681.69

6. FOR DECISION – To discuss the idea of an information board in the Main Foyer

Resolved. It was proposed by Cllr Gist seconded by Cllr Smith and agreed to give power to act to the Clerk in consultation with the Chair of F&GP and Chair of TH&P, to purchase the necessary equipment with a Kensington Lock.

7. FOR DECISION – To review the current level of earmarked reserves and committee projects.

Members scrutinized the current level of funds, both ring fenced and uncommitted and a debate followed on the precept requirement for 2017/2018.

Resolved. It was proposed by Cllr Gist seconded by Cllr Mrs Tolman and agreed to make a recommendation to Full Council for an overall precept rise (based on the latest Tax Base figure) of 1.96%.

8. FOR DECISION – To receive an update on the civic regalia, badges and Portreeve's photos.

Cllr Gist explained that the civic regalia is going to the jewelers this week for repair.

The Clerk has received confirmation that the badges can have the word 'Portreeve' rather than 'Mayor' on them at no extra cost but the size of the badge will be slightly bigger to allow for additional lettering. Prices for bronze and silver label badges have still to be confirmed.

Callington Camera Club can complete the photos on the 8th November. This date however was not convenient and another date will need to be arranged.

9. FOR INFORMATION – To complete the annual review of the Emergency Plan.

The Clerk went through the existing list of contacts and amendments were made based on Members' current local information. **Noted.**

10. FOR DECISION – To discuss the IT security and off-site back up procedures.

Resolved. It was proposed by Cllr Gist seconded by Cllr Smith and agreed for the Clerk and Chair to have power to act to research what other neighbouring authorities do about their IT security and report back at the next meeting.

Regarding the back-up procedures the Clerk would confirm the current office procedures. In the meantime Cllr Gist would monitor the development down at the cemetery and when appropriate discuss with the builder about the possibility of working together on additional phone lines in that area which would also support a second server down at the workshop.

11. ANY OTHER BUSINESS -To consider any other urgent items, at the discretion of the Chair.

There being no further business the meeting was closed at 7.44pm.