

FINANCE & GENERAL PURPOSES COMMITTEE

24th October 2017 at 6.30pm

Minutes

(Please note that all Councillors are now members of the Finance & General Purposes Committee.)

The Fire Service was in attendance to take questions regarding their application to the Unilateral Undertakings for fitness equipment. Questions were put to the two officers and explanations provided.

1. APOLOGIES **CLLRS BURROWS**

PRESENT: CLLRS COAKLEY, DOWDALL (LATE ARRIVAL), FOX, GOLD, LONG, LUMLEY, D SMITH, M SMITH, TAGG (CHAIR), TOLMAN & WATSON.

MEMBERS OF THE PUBLIC: 0

OFFICERS: HELEN DOWDALL (CLERK)

2. MINUTES

RESOLVED. It was proposed by Cllr Tolman seconded by Cllr M Smith and agreed to accept the minutes of the 26th September 2017 (1 abstention, Cllr Fox).

Cllr Dowdall arrived.

3. MATTERS ARISING

None

4. DISCLOSURES OF INTEREST

To receive any disclosure(s) of interest by a Councillor or an officer in matters to be considered at this meeting, in accordance with provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.

Nothing declared.

5. FINANCE

a) Approval of payments.

Resolved. It was proposed by Cllr Long seconded by Cllr Coakley and agreed to make the following payments:

Payments for approval 24th October 2017

FGP	DD	Three	Mobile phone	41.12	8.22	49.34
TH	DD	Clear Business	TH Electricity	56.06	3.25	59.31
FGP	DD	Bookers	Refreshments	41.98	8.40	50.38
TH	DD	British Gas	Electricity	101.59	5.07	106.66
OS	DD	Allstar	Fuel	104.25	20.85	125.10
OS	10522	Rising Sun	Flowers	215.50		215.50
FGP	10523	PO Counters	PAYE & NI	2854.03		2854.03
TH	10524	Southwest Locksmith	2 key system	1778.48	355.68	2134.16
TH	10525	ETI Ltd	Thermometer kit	133.00	26.60	159.60
TH/OS	10526	Biffa	Waste collections	228.24	45.65	273.89
OS	10527	Northgate Vehicle Hire	Vehicle Hire	123.28	24.66	117.94
TH	10528	Filmbank	Cars 3	155.00	31.00	186.00
FGP	10529	Bluemoon Print	Nov news	473.00		473.00
TH	10530	Wallgate	Service Contract	1236.00	247.20	1483.20
FGP	10531	Ricoh	Printer charges	324.60	64.92	389.52
TH	10532	British Gas	Unit 11 Electric	222.93	44.58	267.51
TH	10533	Manton Electrical	Water heater	205.80	41.16	246.96
FGP	10534	SeaDog It	September news	135.00		135.00
FGP	10535	Complete Business	Laser pens	25.98	5.20	31.18
TH	10536	EDF	Cemetery workshop	25.58		25.58
TH	10537	BT	NSP Connection	1611.05	322.21	1933.26
OS	10538	Martin Hill Motors	Van	6100.00	1220.00	7320.00
				16192.47	2474.65	18637.12

b) Budget Monitoring for 2nd quarter (30th September)

The Clerk took the committee through the indicative outturn, suggesting that any underspends are earmarked for projects that compliment the committee's aspirations, namely the Town Clock, CCTV and server. **Agreed.**

6. FOR DECISION - To receive a report from the Chair on the Town Clock.

Since the last meeting the Chair and Mr Gist had been to see the mechanics of the clocks at St Dominic and Calstock, and video footage was presented to the committee.

The Chair had obtained two quotes which he went through and took questions.

Resolved. It was proposed by Cllr Long seconded by Cllr Dowdall and agreed (10 Support, 0 Against and 1 Abstention) to proceed with the quote from Richard White Clocks with installation completed by Kevan Borlase. This would be financed through earmarked reserves.

Items 7 and 8 were discussed together, having amalgamated their budget allocations.

7. FOR DECISION – For the Chair to give an update on the CCTV

The Chair had visited the workshop and provided photos of the proposed location for three cameras, which he displayed on the projector.

8. FOR DECISION – For the Chair to give an update on the Server

Three possible off-site server locations had been discussed at the previous committee meeting. Since then the Chair had inspected the workshop to ascertain its suitability for hosting the off-site server, but the concerns regarding damp were confirmed.

Resolved – for items 7 & 8 – It was proposed by Cllr Long seconded by Cllr Dowdall and agreed to proceed with the purchase of the three cameras, and for the Chair and Clerk to be given power to proceed with the off-site server once they have clarified the GDPR requirements to ensure our compliance.

9. FOR DECISION – To receive any applications to the Unilateral Undertaking (Fire Service for fitness equipment).

Fire Officers had explained the purpose of their application and took questions earlier at the start of the meeting.

Resolved. It was proposed by Cllr Long seconded by Cllr Fox and agreed unanimously to a grant of £1,200 to purchase their fitness equipment, and encourage them to also contact other local organisations (such as Lions and Rotary) for support to purchase additional equipment.

10. FOR DECISION – To receive the Working Parties revised T&Cs for the TV in the main foyer.

The item was deferred.

11. FOR INFORMATION – To receive any updates from the Murals Sub Committee.

A meeting has been scheduled for the 6th November. **Noted.**

12. FOR DECISION – To discuss the use of Survey Monkey for gauging our residents views of the budget setting process and related projects.

Some town councils have been using Survey Monkey to collect public opinion on budgetary matters and prioritizing spending, this could also be applied to projects such as the library.

SeaDog IT could assist with this and the Chair explained their level of costings.

Cllr Long suggested that the Clerk also contact Simon Mansell (Cornwall Council) to see if we could piggy-back off their consultation surveys.

13. ANY OTHER URGENT BUSINESS

- a) The Chair of Town Hall & Premises had received a quote from Baron Surveyors to complete the tender process for the roofing project, which he had circulated prior to the meeting.

Resolved. It was proposed by Cllr Dowdall seconded by Cllr Gold and agreed unanimously to proceed with their quote to complete the tendering exercise for the roofing project.

- b) The Chair of Town Hall & Premises had received quotes for the refurbishment works in the former Tamar Grow Local premises (Units 7, 8 and 9) which he had circulated prior to the meeting.

Resolved. It was proposed by Cllr Fox seconded by Cllr Long and agreed that the Chairs of TH&P, F&GP and Portreeve in consultation the Operations Manager be given power to proceed with the quote from T Burnard & Son. (9 Support, 0 Against and 2 Abstentions, Cllrs Dowdall and Gold).

There being no further business the meeting was declared closed at 7.25pm.