

## FINANCE & GENERAL PURPOSES COMMITTEE

12<sup>th</sup> December 2017 at 6.30pm

### Minutes

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

#### 1. APOLOGIES

CLLRS BURROWS, FOX & DOWDALL

PRESENT: CLLRS COAKLEY, GOLD, LONG, D SMITH, M SMITH, TAGG (CHAIR), TOLMAN & WATSON.

MEMBERS OF THE PUBLIC: 1

OFFICERS: HELEN DOWDALL (CLERK)

#### 2. MINUTES

**RESOLVED.** It was proposed by Cllr Long seconded by Cllr Coakley (1 abstention) and agreed to accept the minutes of the 28<sup>th</sup> November 2017.

#### 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

Approval of payments

**Resolved.** It was proposed by Cllr Long seconded by Cllr Tolman and agreed to proceed with the following payments, requesting that for future cheque runs a breakdown is provided on the spreadsheet for the larger payments, such as GB Tool Hire & Trewartha's, so it doesn't appear as Misc.;

## Payments for approval 12th December 2017

|       |       |                        |                     |                 |               |                 |
|-------|-------|------------------------|---------------------|-----------------|---------------|-----------------|
| FGP   | DD    | Worldpay               | Card reader fees    | 0.59            |               | 0.59            |
| TH    | DD    | Bookers                | Refreshments        | 32.96           | 6.59          | 39.55           |
| FGP   | 10625 | SeaDog IT              | Hosting/maintenance | 24.50           |               | 24.50           |
| TH    | 10626 | Callington Launderette | Laundering          | 40.00           |               | 40.00           |
| FGP   | 10627 | PO Counters            | PAY & NI            | 3,118.25        |               | 3,118.25        |
| FGP   | 10628 | G Du Plessis           | Work Rota           | 158.61          |               | 158.61          |
| TH    | 10629 | Pridham                | LED Lamps           | 9.97            | 2.00          | 11.97           |
| TH/OS | 10630 | Biffa                  | Waste collection    | 200.70          | 40.14         | 240.84          |
| OS    | 10631 | DB Stonewalling        | Rec wall            | 2,087.50        |               | 2,087.50        |
| OS/TH | 10632 | GB Tool Hire           | Misc                | 539.76          | 107.95        | 647.71          |
| OS    | 10633 | T McMahon              | Tree works          | 510.00          |               | 510.00          |
| FGP   | 10634 | Lions                  | Donation            | 350.00          |               | 350.00          |
| OS    | 10635 | Smallridge Bros        | Misc                | 18.10           | 3.62          | 21.72           |
| TH    | 10636 | S W Flooring           | Carpet remnant      | 20.83           | 4.17          | 25.00           |
| FGP   | 10637 | Complete Business      | Stationery          | 55.82           | 11.16         | 66.98           |
| TH/OS | 10638 | Trewarthas             | Misc                | 265.42          | 53.08         | 318.50          |
| TH    | 10639 | Colins of Callington   | Xmas lights         | 30.15           | 6.03          | 36.18           |
| OS    | 10640 | Access Training        | Personal Licence    | 150.00          | 30.00         | 180.00          |
|       |       |                        |                     | <b>7,613.16</b> | <b>264.74</b> | <b>7,877.90</b> |

The Chair then changed the order of the agenda.

### 6. FOR INFORMATION – To receive an update from the Chair on the Town Clock.

The Chair took the committee through the project, displaying photos of the works completed and installation process. Appreciation goes to Mr Gist and Mr Bolase for all their efforts. The completed project has come in £650 under budget. **Noted.**

### 7. FOR INFORMATION – To receive an update on the CCTV and server.

The Chair took the committee through the project, showing photos of the footage of the new CCTV. The completed project has come in £727 under budget. **Noted.**

### 8. FOR DECISION – To receive a quote from Microshade for GDPR compliance and on-going support.

Prior to the meeting the Chair had circulated details on what Microshade can offer, and questions were taken and responses provided by the Chair and Clerk.

**Resolved.** It was proposed by Cllr Long seconded by Cllr M Smith and agreed unanimously to proceed with the Microshade quote, which includes:

- Pre Audit Survey
- Data Protection Audit
- Data Protection Report
- Date Protection Action Plan
- Provision of Template Documentation
- Data Protection Officer Service\*
- Network and System Vulnerability Assessment

\*Microshade will cover the duties required by the Data Protection Officer, with internal responsibility appointed to staff (JT), in the same manner that Ellis Whittam and staff (GdP) has regarding Health & Safety duties.

- 9. FOR DECISION - To receive an application from St Mary's Church for Unilateral Undertaking financial support, for improvements to the church external lighting.**

**Resolved.** It was proposed by Cllr Long seconded by Cllr Coakley and agreed unanimously to proceed with a grant of £575, subject to the Clerk have sight of their supporting financial statements.

- 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.**

Cllr Watson explained that a meeting had been held on the 4<sup>th</sup> December and an application is being completed for a grant from the Tesco's Bag for Life scheme. The committee is working through the action plan prepared by former Cllr Rick Lumley. **Noted.**

- 12. ANY OTHER URGENT BUSINESS**

Cllr Tolman mentioned bus shelters but this will be put on the appropriate agenda in the New Year.

**There being no further business the meeting was declared closed at 7.02pm.**