

## **FINANCE & GENERAL PURPOSES COMMITTEE**

26<sup>th</sup> September 2017 at 6.30pm

### **Minutes**

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

#### **1. APOLOGIES CLLRS DOWDALL & FOX**

**PRESENT: CLLRS BURROWS, COAKLEY, 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 Gold seconded by Cllr Coakley and agreed to accept the minutes of the 22<sup>nd</sup> August 2017 (1 abstention, Cllr Lumley).

#### **3. MATTERS ARISING**

The Chair gave an update on the office IT networking. The PCs and laptop are now compliant for hot-desking/multi users, just the Pear Software and Sage Payroll are left to be completed. With Sage there is a cost involved for multi-user site access.

**Resolved.** It was proposed by Cllr Tagg seconded by Cllr M Smith and agreed (1 abstention, Cllr D Smith) that the Sage software could be upgraded when we have exceeded the capacity of Sage Instant and need to move across to Sage 50.

Item 6 Email Migration – The Chair reported that the upgrade on the gmail had been completed. Cllrs Tolman, Coakley and Lumley asked for help from staff (DP) to get their phones and tablets working with the new accounts.

#### **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.

**Cllrs Lumley and Watson for item 7, being Rotarians.**

## 5. FINANCE

### a) Approval of payments.

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

#### Payments for approval 26th September 2017

TH	DD	Clear Business	TH electricity	36.22	7.24	43.46
FGP	10502	PO Counters	PAYE & NI	2798.18		2798.18
			Fencing			
OS	10503	Jacksons Fencing Complete	Labour	2210.00	442.00	2652.00
FGP	10504	Business	Stationery	87.67	17.53	105.20
FGP	10505	PO Counters	Stamps	144.50		144.50
			Oct			
FGP	10506	Bluemoon Print	Newsletter	362.00		362.00
				<b>5638.57</b>	<b>466.77</b>	<b>6105.34</b>

## 6. FOR DECISION - To receive any aspirations for this committee (with costings) in order to make recommendations to Full council of the budget requirements for this Committee for 2018/2019.

The Chair went through the three aspirations for this committee:

(1)The purchase of up to four CCTV cameras for the workshop (£3,235 set up costs)

**Resolved.** It was proposed by Cllr Long seconded by Cllr Tolman and agreed in principle to add security and protection to the workshop.

(2) An off-site backup server (which has been approved in principle previously) but location still to be decided. (£2,500-£3,000 set up costs)

The Chair gave three possible locations:

- a) In the workshop, but there are concerns regarding damp
- b) In the Pannier Market
- c) At DT Systems, with a monthly hosting charge.

The Chair, staff (DP) and the IT consultant have a meeting tomorrow to research this further.

Cllr Watson spoke about the g-suite backup which the Chair will look at, and Cllr Burrows agreed to provide some pros and cons for the various options, which will be circulated by the Chair.

(3) The Chair showed a short video of the Town Clock and discussed his thoughts on making it digital. Two quotes have been obtained.

**Resolved.** It was proposed by Cllr Long seconded by Cllr Coakley and agreed that the Chair, Portreeve and Mr Jeremy Gist go and see how the neighbouring churches (Calstock, St Dominic and Pillaton) are working.

Overall summary of the budget aspirations and their funding:

Project	Ear Marked Reserves	Increase on the Precept for 2018/2019
1 CCTV	Set up purchase/cost	£1,000 for on-going maintenance
2 Backup Server	Set up purchase/cost	£1,000 for on-going maintenance
3 Town Clock	Set up purchase /cost	None, consider the existing provision in the precept is adequate

**7. FOR DECISION – To receive an update from the Christmas Committee and confirmation on how the Victorian Market will proceed this year.**

Cllr Gold reported that the Christmas Committee had met earlier today and things are progressing well.

The Victorian Market will be run by the Rotary Club this year, subject to discussions. **Noted.**

**8. FOR DECISION – To receive the request from the Fire Service for financial support to purchase fitness equipment (funding from the Unilateral Undertaking).**

**Resolved.** It was proposed by Cllr Long seconded by Cllr Lumley and agreed unanimously to thank them for their application and would ask them to complete the relevant application form with supporting financial statements, so it could be assessed urgently.

**9. FOR DECISION – To receive a Terms of Reference for the Murals Sub-Committee, for recommendation to Full Council.**

**Resolved.** It was proposed by Cllr Tagg seconded by Cllr Burrows and agreed unanimously with the proposed terms subject to the notice of

meetings amended to three clear working days and that documentation is passed to the RFO for scrutiny prior to any submissions.

**For clarification, the administration of this committee (preparing the agenda and minutes) would not be completed by the Town Clerk, but still sent to Full Council for approval and ratification.**

**10. ANY OTHER URGENT BUSINESS**

None.

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