

FINANCE & GENERAL PURPOSES COMMITTEE

26th October 2021 at 6.30pm

Minutes

PRESENT: COAKLEY (MC), GOLD (KG), MOORE (MM), SMITH (MS), TAGG (MT) (CHAIR) & TOLMAN (ST)

OFFICERS: TOWN CLERK (TC), RESPONSIBLE FINANCE OFFICER (RFO) AND ASSISTANT TOWN CLERK (ATC)

	Minutes		Action																																																															
1.	APOLOGIES Cllrs Brooks, Pound and Watson.																																																																	
2.	MINUTES Approval of the minutes of 28th September 2021. Resolved. It was proposed by Cllr Tolman seconded by Cllr Moore and agreed unanimously to accept the minutes as a correct record of the proceedings.																																																																	
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 None																																																																	
5.	DISPENSATIONS None																																																																	
6.	<p>APPROVAL OF PAYMENTS To approve the payments as circulated prior to the meeting.</p> <p>Proposed by Cllr Gold, seconded by Cllr Coakley, votes in favour - Unanimous</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: left;">Payments for approval 21st October 2021</th> <th>Net</th> <th>VAT</th> <th>Gross</th> </tr> </thead> <tbody> <tr> <td>OS</td> <td>DD</td> <td>AMS</td> <td>Vehicle Trackers</td> <td style="text-align: right;">33.54</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">33.54</td> </tr> <tr> <td>ALL</td> <td>CR</td> <td>Blackline Safety</td> <td>Credit Note for loneworker devices</td> <td style="text-align: right;">-513.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">-513.00</td> </tr> <tr> <td>OS</td> <td>CR</td> <td>EDF</td> <td>Credit Note - Lisk Rd</td> <td style="text-align: right;">-118.33</td> <td style="text-align: right;">-5.92</td> <td style="text-align: right;">-124.25</td> </tr> <tr> <td>THP</td> <td>DD</td> <td>Screwfix</td> <td>LED Light Bulb 10 Pack</td> <td style="text-align: right;">20.00</td> <td style="text-align: right;">3.99</td> <td style="text-align: right;">23.99</td> </tr> <tr> <td>OS</td> <td>DD</td> <td>Screwfix</td> <td>Quicksilver Trade Pack 1400pc</td> <td style="text-align: right;">29.16</td> <td style="text-align: right;">5.83</td> <td style="text-align: right;">34.99</td> </tr> <tr> <td>All</td> <td>DD</td> <td>Three</td> <td>3 mobile phones</td> <td style="text-align: right;">43.04</td> <td style="text-align: right;">8.61</td> <td style="text-align: right;">51.65</td> </tr> <tr> <td>F&GP</td> <td>12582</td> <td>Clifton Emery Design</td> <td>Neighbourhood Plan</td> <td style="text-align: right;">1000.00</td> <td style="text-align: right;">200.00</td> <td style="text-align: right;">1200.00</td> </tr> <tr> <td>OS/TH &P</td> <td>12583</td> <td>Howlett Training</td> <td>2 x First Aid Training</td> <td style="text-align: right;">110.00</td> <td style="text-align: right;">22.00</td> <td style="text-align: right;">132.00</td> </tr> </tbody> </table>	Payments for approval 21st October 2021				Net	VAT	Gross	OS	DD	AMS	Vehicle Trackers	33.54	0.00	33.54	ALL	CR	Blackline Safety	Credit Note for loneworker devices	-513.00	0.00	-513.00	OS	CR	EDF	Credit Note - Lisk Rd	-118.33	-5.92	-124.25	THP	DD	Screwfix	LED Light Bulb 10 Pack	20.00	3.99	23.99	OS	DD	Screwfix	Quicksilver Trade Pack 1400pc	29.16	5.83	34.99	All	DD	Three	3 mobile phones	43.04	8.61	51.65	F&GP	12582	Clifton Emery Design	Neighbourhood Plan	1000.00	200.00	1200.00	OS/TH &P	12583	Howlett Training	2 x First Aid Training	110.00	22.00	132.00		
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	OS	12584	Radland Building Supplies	3 x 6x1 Sawn Tanalised	28.80	5.77	34.57
	F&GP	12585	Rialtas	Making Tax Digital for VAT on software	59.00	11.80	70.80
	OS	12586	Richo	Photocopier Charge	75.00	15.00	90.00
	OS	12587	Root & Branch	Poplar Trees at Launceston Rod	375.00	75.00	450.00
	OS	12588	Source for Business	Water Charges	306.53	50.50	357.03
					1448.74	392.58	1841.32
7	<p>FOR DISCUSSION – To consider using Google’s G Suite Meet as an alternative to Zoom.</p> <p>Following a discussion regarding compatibility and ease of use it was proposed by Cllr Tagg and seconded by Cllr Moore to continue use of Zoom for the current subscription period, arrange for Councillors to have a test run of Google’s G Suite Meet following which all future virtual meetings would use Meet. Votes in favour- Unanimous.</p>						
8	<p>FOR DECISION – to receive costings for an upgrade on the current coffee machine. <i>(Cllr Smith joined the meeting at this point)</i></p> <p>Following consideration of the quotes as previously circulated, it was proposed by Cllr Tagg and seconded by Cllr Moore to accept the quote from Majestic Coffee, Liskeard. Votes in favour - Unanimous</p>						
9	<p>FOR DECISION – to discuss a potential ‘Renewable Energy’ fund. Cllr Moore and RFO to lead.</p> <p>Cllr Moore detailed to Council various options available to provide suitable renewable energy sources for the Town Hall building, including solar panels and heat pumps. Whilst the technology for generating renewable fuel is improving all the time it was suggested the Town Council set aside a fund specifically to address this requirement in the future. Cllr Moore had discussed the issue of funding with the RFO. It was suggested that rather than increasing the precept for the year 2022/23 existing Ear Marked Reserves are reallocated and budget underspends could be vired into a separate fund for this purpose. The RFO confirmed the following:</p> <ol style="list-style-type: none"> From the earmarked fund for ‘Office Refurbishment’ vire across £12,508 - as this project has now been completed so could be reallocated or renamed - for ‘Renewable Energy’. In the current financial year, we plan to make some savings/transfers from the existing precept to earmarked reserves for existing projects, and some of these savings could be reallocated just for this one year to the ‘Renewable Energy’ fund; <ul style="list-style-type: none"> Town Hall Lighting £1,500 Project and Capital Costs £2,500 Pannier Market Roof £1,500 Market Initiative £2,500 						

	<p>This would give £8,000 as at 30th September.</p> <p>You need to also remember that we are at month 6 - so these are our savings to date. If the expenditure stays on track - we could still save a further £8,000 for the second half of the year and this would go to the existing projects and not the Renewable Energy fund. In short, we would allocate half of our proposed savings from these four projects just for this year only - to help kick start the 'Renewable Energy' fund.</p> <p>3. This would give a total of £12,508 + £8,000 = £20,508</p> <p>Cllr Moore confirmed there may be additional funding available from South West Energy Hub (SWEH) up to £40k which could be used for a feasibility study regarding installation of green energy projects. It was proposed by Cllr Tagg and seconded by Cllr Moore to set aside £20,508 from current council funds for a renewable Energy fund. Votes in favour – Unanimous.</p>	
10	<p>FOR DECISION – To discuss the proposed solar installation on the existing roof. Cllr Moore to lead in the absence of Cllr Watson</p> <p>It was agreed this agenda item had been covered under agenda Item 9</p>	
11	<p>FOR DECISION - To collate all the committees budget proposals for 2022/2023 in order to put forward a collective precept proposal to Full Council.</p> <p>Cllr Tagg (Chair) confirmed it was the council's intention to keep any increase to the precept for 2022/23 to a minimum to assist the residents of the Parish as much as possible in these challenging final times. Based on the discussions had over recent months, at the various committee meetings, the collective recommendation would see an increase of £10,000 allocated on the following basis:</p> <p>£8,000 for Salaries, NI and Pensions (split across the 3 committees) £1,000 for Trees (had asked for £3,000) £ 500 for Trees (£500) taken from the Dog Bin precept provision and reallocated to cover Trees (so the £500 for dog bins will stop and be reallocated to trees, making the Tree provision in total £1,500 £9,000 Sub Total - as agreed as September Full Council PLUS £ 500 for utility increases in Outside Services £ 500 for utility increases in Town Hall and Premises £1,000 for utility increased in Town Hall and Premises (making a total increase in TH&P of £1,500) (£1,000) increase booking income expectation. This was heavily reduced last year due to Covid but there is hope that we can regain this over the next few years, when</p>	

	<p>hirers regain confidence. The increase in bookings income will help to support the rise in the utility costs.</p> <p>£0 for Solar Panels/Renewable Energy - proposal to put aside £20,508 (see item 9 above) without impacting on the precept</p> <p>£10,000 Total Increase</p> <p>The £10,000 increase would make the Precept £459,779 for 2022/23 and based on the previous year Taxbase* equates to a rise of approx. 10p per week on the average Band D property.</p> <p>*Cornwall Council will confirm the Taxbase figure for the coming year late November/early December.</p> <p>It was proposed by Cllr Tagg and seconded by Cllr Gold to increase the precept for financial year 2022-23 by £10k. Votes in favour- Unanimous</p>	
12	ANY OTHER URGENT BUSINESS None	
	Date of next meeting Tuesday 23rd November 2021	
	There being no further business the meeting was closed at 6:50pm	