

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON MONDAY 18 JULY AT 7.00PM IN THE COUNCIL CHAMBER, TOWN HALL, PENRYN

Councillors

Mrs G A Grant (Chairman)

Mrs B Hulme, J Langan, Mrs M K May, M J Mullins, Mrs S Peters, C S F Smith, M Snowdon and C K Wenmoth

1. APOLOGIES

No apologies for absence were received.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. DISPENSATIONS

There were no requests for dispensations.

4. PUBLIC PARTICIPATION

No requests had been received from members of the public wishing to speak at the meeting.

5. ELECTION OF VICE-CHAIRMAN

It was moved by Councillor M Snowdon and seconded by Councillor M J Mullins that Councillor J Langan be elected Vice-Chairman of the Finance and General Purposes Committee for the civic year 2016–2017.

It was further moved by Councillor Mrs S Peters and seconded by Councillor Mrs G A Grant that Councillor Mrs B Hulme be elected Vice-Chairman of the Finance and General Purposes Committee for the civic year 2016–2017.

Subsequently, a vote was taken on a show of hands.

RESOLVED that Councillor Mrs B Hulme be elected Vice-Chairman of the Finance and General Purposes Committee for civic year 2016–2017.

Proposed by Councillor Mrs S Peters and seconded by Councillor Mrs G A Grant

6. TERMS OF REFERENCE

The Terms of Reference for the Finance and General Purposes Committee were noted.

7. ACCOUNTS - 1 TO 31 MAY 2016

RESOLVED that the list of accounts paid and the monthly statement for the period 1 to 31 May 2016 be approved.

Proposed by Councillor Mrs M K May and seconded by Councillor Mrs S Peters

8. ACCOUNTS – 1 TO 30 JUNE 2016

RESOLVED that the list of accounts paid and the monthly statement for the period 1 to 30 June 2016 be approved.

Proposed by Councillor Mrs M K May and seconded by Councillor Mrs B Hulme

9. RISK MANAGEMENT PLAN

The updated Risk Management Plan was noted.

10. FRANKING MACHINE

RESOLVED that a 12 month contract be entered into with Pitney Bowes for the provision of a franking machine and that the contract be reviewed at the end of the period.

Proposed by Councillor M J Mullins and seconded by Councillor Mrs M K May

11. CARD PAYMENT MACHINE

The necessity and various options for a card payment machine were discussed.

RESOLVED that delegated authority be granted to the Town Clerk to arrange for a 'Pay-As-You-Go' card payment machine to be sourced.

Proposed by Councillor M Snowdon and seconded by Councillor Mrs S Peters

12. PHOTOCOPYING CONTRACT

RESOLVED that delegated authority be granted to the Town Clerk, in accordance with the quotation set out in the report, to enter into a five year contract with Ricoh UK Ltd for the provision of a colour photocopier.

Proposed by Councillor Mrs S Peters and seconded by Councillor Mrs B Hulme

13. APPRAISAL SYSTEM POLICY

RESOLVED that the draft Appraisal System Policy be adopted.

Proposed by Councillor M J Mullins and seconded by Councillor Mrs B Hulme

14. CUSTOMER SUPPORT OFFICER

The Chairman advised that the item had been withdrawn pending further research.

15. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED that in accordance with Section 1 of the Public Bodies Admission to Meetings Act 1960, the public be excluded from the meeting during consideration of the following item by reasons of the confidential nature of the item.

Proceedings, apart from any resolutions passed, shall remain confidential.

Proposed by Councillor Mrs M K May and seconded by Councillor C S F Smith

16. APPROVAL OF ADDITIONAL HOURS

RESOLVED that by mutual agreement, the additional 44 hours accrued by an employee of the Town Council be paid at a rate of five hours per month, commencing in August 2016, for a period of nine months.

Proposed by Councillor J Langan and seconded by Councillor Mrs S Peters

There being no further business the meeting closed at 7.35pm.