

**MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON THURSDAY
21ST JUNE 2018**

Voting Members Present: Cllrs: P Moores (Chairman), P La Broy, L Moores, F Partridge, H Partridge, P Tilzey, N Tucker (part) and B Willingham

Non-voting Members present: Cllrs: B Dixon, T Gibbs, T Philp, D Towl and P Kelly

Officers present: Mrs D Bennett – Town Clerk
Mr K Cornwell – Responsible Finance Officer

Public present: 3

- FGP/166/18** **To receive and accept apologies for absence**
Cllrs S Browning, J Bryson, L Deely, I Mason and F Richens
- FGP/167/18** **To receive declarations of registered and non-registered disclosable pecuniary interests and non-registerable interests**
None
- FGP/168/18** **Dispensations: to consider requests for dispensations**
None
- FGP/169/18** **Minutes: To receive, confirm and sign the Minutes of the Finance and General Purposes Committee Meeting held on 24th May 2018**
Resolved: That the Minutes were a true and accurate record of the Meeting and they were signed by the Chairman
- FGP/170/18** **Maximum 15 minutes for public present to make comments concerning the business of the Finance and General Purposes Committee**
None
- FGP/171/18** **Grant Requests**
i) Bude Jazz Festival 2018
Resolved: To agree that the grant was given for £200
Cllr L Moores declared a Non-registerable interested and abstained from the vote
- FGP/172/18** **Standing Orders and Financial Regulations - to receive a report from Officers and agree any amendments as identified with any recommendations made to the next Full Council**
The Town Clerk advised that NALC had produced amended Standing Orders to reflect such things as GDPR, she advised her recommendations were that the Council amended their Standing Orders to the those recommended by NALC and as per the report written
Resolved: To form a Working Group, the date of the meeting to be confirmed, and take recommendations to a Full Council meeting

- FGP/173/18** **Review of organisations authorised to receive payment by direct debit**
Resolved: That the list as shown (*to the Committee*) is authorised
- FGP/174/18** **To review the Council's subscriptions to membership organisations**
The Chairman read the list of membership organisations and costs for each
Resolved: That the Council continue to subscribe to CALC, SLCC and SW Councils
- FGP/175/18** **To consider options for the replacements of BSTC prepayment cards**
The RFO advised the Committee of recent issues with the existing pre-pay card and options identified
Resolved: To change the existing system to Unity Trust Multi Pay Charge Card
- FGP/176/18** **To consider the arrangements for back-ups of the IT system and agree any associated actions or expenditure**
The Town Clerk advised the Committee that the renewal quote for the IT backup was higher than quoted at the start of the contract; however, the usage was more than previously anticipated and general prices had risen. For security, cloud backup as well as manual backup was recommended.
Resolved: To accept the price increase but before the end of the contract to research cost effective alternatives
- FGP/177/18** **To consider the arrangements for the production and distribution of a Newsletter and agree any associated actions or expenditure**
As per the Council's Communication Strategy, a Newsletter had been drafted. Costings for various print run sizes had been sourced and the Officers wished to have the Council's steer on distribution. Councillors advised that they would like to see the Newsletter placed in convenient places such as the One Stop Shop, Post Offices, Waiting Rooms and Clubs.
Resolved: To trial 500 copies to be distributed in local establishments with a review before the 2nd production run.
- FGP/178/18** **Financial Report:**
i) Schedule of payments already made 8th June 2018 – 21st June 2018
Resolved: That the payments be noted
Cllr B Willingham abstained
- ii) Schedule of payments to be made on 22nd June 2018
Resolved: That the payments be made
Cllr P Tilzey abstained
- The Chairman closed the Meeting at 7.42pm

Chairman's Signature.....Date.....

These Minutes are subject to approval by the Committee at its next meeting.