



HAYLE TOWN COUNCIL

RESOURCE COMMITTEE MEETING

THURSDAY 25 OCTOBER 2018

Minutes of the Hayle Town Council Resource Committee Meeting held at the Assembly Room, Hayle Community Centre, 58 Queensway, on Thursday 25 October 2018 at 7.30pm.

PRESENT

Councillors B Capper (Chairman), S Benney, N Farrar, C Polkinghorne, J Pollard,
A M Rance, A Roden

Town Clerk E Giggall

Finance Officer B Goraus

The meeting commenced at 7.30pm

R13 TO RECEIVE APOLOGIES

Apologies were received from Councillors P Channon, D Cocks and B Mims.

R14 TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Councillor Capper declared an interest in the grant application for Angarrack Community Centre for a defibrillator in Angarrack.

R15 TO APPROVE MINUTES OF THE MEETING 26 JULY 2018

It was resolved that the minutes of the meeting 26 July 2018 be taken as a true and accurate record, subject to approval by Full Council, with the Chairman signing each page before placing them in the record book.

R16 TO APPROVE MINUTES OF THE PERSONNEL COMMITTEE MEETING 13 SEPTEMBER 2018

It was resolved that the minutes of the meeting 13 September 2018 be taken as a true and accurate record, subject to approval by Full Council, with the Chairman signing each page before placing them in the record book.

R17 TO CONSIDER APPLICATIONS FOR GRANTS AND DONATIONS (3rd TRANCHE)

Councillor Capper left the room and councillor Rance assumed chair.

- a) Angarrack Community Centre

It was resolved to make a grant of £500.

Councillor Capper returned and resumed chair.

- b) Cornwall Animal Hospital Charity

It was resolved to decline the grant due to the limited budget.

- c) Hayle Twinning Association

It was resolved to make a grant of £300.

- d) Cornwall Hospice Care

It was resolved to decline the grant due to the limited budget.

- e) Cruse Bereavement Care

It was resolved to make a grant of £50.

Legal Powers

In respect of grants in Minutes R17 a) c) and e) – Localism Act 2011 s.1 Local Authority General Power of Competence

R18 CORRESPONDENCE FROM HAYLE YOUTH CLUB TO CONSIDER MAKING A CONTRIBUTION TOWARDS OPENING THE CLUB FOR AN ADDITIONAL EVENING, TERM TIME ONLY

The Clerk presented an email with details of the costs for opening the club for an additional evening.

It was resolved to award the grant of £5,882.40, to be paid quarterly from April 2019 and to seek regular reports as evidence of attracting new clientele.

R19 CORRESPONDENCE

- a) To consider and note letters of thanks from recipients of grants

Letters had been received from Angarrack Christmas Lights, CHICKS, Hayle Old Cornwall Society and Merlin MS Centre.

It was resolved to note receipt.

R20 FINANCIAL COMPARISON

The Finance Officer presented a copy of the Expenditure and Income comparisons for the period 1 April to 30 September 2018 and an explanation was provided in respect of income or expenditure headings which were either over or under estimate for the first quarter of the financial year.

It was resolved to approve and note the financial comparison report for the period shown.

**R21 TO NOTE THE NEIGHBOURHOOD PLAN EARMARKED RESERVES
£7,315 BEING MISSED**

The Clerk explained that earmarked reserves for Neighbourhood Plan currently show £7,315. This can be vired back to the contingency budget to cover cost of the referendum in May.

It was resolved to approve and note the money being moved from earmarked reserves to contingency.

**R22 TO APPROVE THE CURRENT LIST OF DIRECT DEBITS AND CREDIT
RECEIPTS (VARIABLE AND FIXED) AS ADVISED BY THE INTERNAL
AUDITOR**

It was resolved to approve the list of direct debits and credit receipts.

**R23 TO CONSIDER THE QUOTATIONS SUPPLIED BY ITEC FOR THE
LEASING OF LAPTOPS FOR COUNCILLORS AND TO ESTABLISH
INDIVIDUAL EMAIL ADDRESSES FOR COUNCILLORS AND STAFF**

The Clerk presented the quotes supplied by ITEC for the following: HP256 G6 Notebook 15.6" Screen, Archos Atom 140 Cesium Notebook 14.1" Screen and Microsoft Office 365 Exchange Email Licence.

It was resolved to buy 15 laptops HP256 G6 with 15.6" screen for total of £4806.60 and to buy 20 Microsoft Office 365 Exchange email licences for total of £60.00 using money from general reserves.

**R24 TO CONSIDER THE QUOTATION FROM PREMIER ELECTRICAL
(ITEC'S PREFERRED CONTRACTOR) TO INSTALL POWER POINTS IN
THE ASSEMBLY ROOM FOR LAPTOPS**

The Clerk presented the quotes supplied by Premier Electrical.

It was resolved to obtain more quotes from local electrical companies, in accordance with best practice, but the clerk be delegated to appoint a contractor with a view to keeping the total cost under £1,000, using money from general reserves.

**R25 TO APPROVE AND ADOPT THE DRAFT PUBLICATION SCHEME AND
SCHEME OF DELEGATION**

It was resolved to approve and adopt the publication scheme and scheme of delegation.

R26 TO WRITE OFF THE BAD DEBT: BILLY BYRNE IN RESPECT OF COMMUNITY CENTRE ROOM HIRE 2016/17

The Finance Officer explained that the bad debt of £840 exclusive VAT is for casual hire of Community Centre by Billy Byrne in 2016/17. The Finance Officer reported that she has sent several reminders but there was no response from the debtor.

It was resolved to file a claim at the small claims court.

R27 OPPORTUNITY FOR MEMBERS/OFFICERS TO BRING FORWARD ITEMS/PROJECTS WHICH MAY HAVE BUDGETARY IMPLICATIONS ON THE 2019-2020 PRECEPT

Members discussed the requirement of increasing the budget for staff training from £4,000 to £8,000 in 2019/20.

It was resolved to approve the above action.

Members discussed the requirement of changing the accounting system from currently used Scribe2000 to the most preferred (RBS, /Advantage) and set the budget to £5000.

It was resolved to approve the above action.

Members discussed the requirement of changing and updating (new design) the info signs/boards at Foundry Square and Commercial Road. It was agreed to establish working group and set the budget to £3,000.

It was resolved to approve the above actions.

Members discussed the requirement for the Clerk to obtain the HR Specialist support and advice and agreed to pay establish a budget of £500 each year. The Clerk to commit to joining south West Councils at this time using money from the general reserves.

It was resolved to approve the above actions.

R28 TO CONFIRM THE DATE OF THE NEXT MEETING – 29 NOVEMBER 2018

The date of the next Resource meeting was set for Thursday 29 November 2018.

The meeting closed 9.55pm.