

<p align="center">WHITNASH TOWN COUNCIL</p> <p align="center">FINANCE AND GENERAL PURPOSES COMMITTEE</p> <p align="center">Minutes of the meeting held on Thursday, 21st March 2019 at 7.00 p.m. in the Whitnash Town Council office, Franklin Road, Whitnash.</p> <p>PRESENT: Councillors: G Cancilla – Chairman A Barton B Franklin</p> <p align="right">Town Clerk: Jenny Mason</p>	
<p><u>57/19 APOLOGIES FOR ABSENCE</u></p> <p>Apologies for absence were received from Cllrs Heath, Margrave, Shepherd and Short. Apologies were accepted.</p>	
<p><u>58/19 DECLARATIONS OF INTEREST</u></p> <p>There were no declarations at the start of the meeting.</p>	
<p><u>59/19 MINUTES OF THE PREVIOUS MEETING</u></p> <p>The minutes of the meeting held on 10th January 2019 as circulated were approved and signed as a true record.</p>	
<p><u>60/19 MATTERS ARISING OUT OF THOSE MINUTES</u></p> <p>There were no matters arising.</p>	
<p><u>61/19 INCOME AND EXPENDITURE REPORT</u></p> <p>The income and expenditure report as at 12th March 2019 was forwarded to Members. Virements were made to accommodate overspends. Members agreed to virements suggested in this report. Current reserves would be carried over to 2019 – 2020.</p>	
<p><u>62/19 COMPUTER UPGRADE</u></p> <p>Windows 7 will no longer be supported as of December 2019. All three office computers have Windows 7. There are two options – upgrade from Windows 7 to Windows 10 and use our current PC's, or buy a new PC with Windows 10 already</p>	

installed which is probably more economical. Quotations have been sourced for the following:

Windows 10 upgrade – £250.17 + VAT + set up per computer

HP 290 Intel Core - £515.23 + VAT + set up per computer

Acer Veriton Intel Core i3-7100 - £428.56 + VAT + set up per computer

Dell Optiplex Intel Core i3-7100 - £440.44 + VAT + set up per computer

The HP option has been recommended as it is the most up to date and will last longer. Members proposed that the HP 90 Intel Core option is accepted. Cllr Barton proposed the upgrade is done after financial year end and that training is included to facilitate the upgrade. All Members voted in favour.

63/19 CYBER AND DATA BREACH COVER

Our insurance brokers have written asking if we would like Crime and Cyber insurance added to our policy. Premiums start from £250 + IPT fees. This will cover the Town Council against data breaches, hacking, ransomware, phishing, fraud, embezzlement and forgery with a choice of limits from £50,000 to £150,000 for Crime and £100,000 to £300,000 for Cyber.

Members proposed that WALC is asked to advise on this. If WALC advise we should have this cover then the Clerk will process it. If WALC advise not to take this out this item will be discussed at the June 2019 meeting.

64/19 WEBSITE

There are various issues with the website that need to be resolved.

- Minutes are not in date order. Pixel can do this for a fee on the back end in Table Press? Additional extensions are needed. Fee will be charged to carry out this work.
- Pixel recommend that the 'RokSprocket' plugin is deleted and rebuilt on the new system – fee will be charged to carry out this work.
- Will ask Pixel to keep last 3 years of minutes on the website and delete the rest.

Members proposed that a quotation is sourced to carry out this work.

65/19 DOCUMENT STORAGE

In view of the lack of storage at the new Community Hub a quotation has been sourced from Iron Mountain Records Management Solutions. The cost will be in the region of £804 per annum assuming there are no activities during the year that require the retrieval of documents in storage. The estimated initial cost to archive current documents in storage at the Community Hub is in the region of £1575.68 + VAT. This figure does not include the documents in the office that will need to be archived as well. Will need to include document storage in the precept for 2020 – 2021 so this quotation will be retained.

66/19 WHITNASH TYMES

Distributing the Whitnash Tymes is becoming an issue as if people are incapacitated or away alternative distributors have to be found. The Clerk is not notified and then has to find replacement distributors at the last minute. The same Councillors always offer to help which seems an unfair situation. Members proposed that this item is discussed at the next Town Council meeting in April 2019.

The Whitnash Tymes contractual agreement is due for renewal. We have to do quarterly newsletters giving updates about the new Community Hub as this is a requirement for the Public Works Loan, we have been granted so the production of the Whitnash Tymes has to continue.

67/19 CORRESPONDENCE

1. Letter from British Weights and Measures Association regarding pedestrian distance signs – units of measurement. Not relevant to Whitnash Town Council as we do not erect these signs.

68/19 DATE OF NEXT MEETING

The next meeting will be held on 13th June 2019 at 7.00 p.m.

There being no further business the Chairman thanked everyone for their attendance and declared the meeting closed.

SIGNEDDATE