

ADMINISTRATION, FINANCE & DEVELOPMENT COMMITTEE

CLERK'S REPORT

1. **ELECTION OF CHAIRMAN**
2. **APOLOGIES FOR ABSENCE**
3. **DECLARATIONS OF INTEREST**
4. **DISPENSATION REQUESTS ON MATTERS IN WHICH MEMBERS HAVE A PECUNIARY INTEREST**
5. **CURRENT INCOME AND EXPENDITURE TO DATE**

Members are asked to note the current income and expenditure report. Hopefully member will appreciate the new look report.

6. **Town Council Investments**

It has been challenging trying to find a recommended independent financial adviser. It seems all avenues lead to James Ryan Thornhill who were recommended by the LRALC and SLCC Financial Officer but didn't come across as someone the Town Council could trust to give financial advice. However, I have managed to find an alternative company (Arlingclose) and their quote is attached. They would normally advise on a much larger scale but recognise there is a gap in the market.

7. **Visual Display Sign**

Options are still being investigated although I have attached a brochure from Screenco as a guide to what is out there. It may be that funding could be sourced from the community facilities fund below at a later stage.

8. **S106 FUNDS AVAILABILITY**

The Following S106 Funds are available

Lutterworth	Community Facilities £216,136.42	£18,146.28 for allotments £54,082.17 for cemeteries £19,066.76 for parks and gardens
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Allotments – It is recommended that this sum be used for capital expenditure once costs have been obtained from the Quantity Surveyor

Cemeteries – clarification has been sought on how the funds can be spent so it is recommended that the funds be used for a cemetery store (£30,000) including groundwork's and a columbarium (£10,000) unfortunately this fund cannot be spent

on planting or shelters. Alternatively if more funds come to light then a memorial slab system could be introduced

Parks and Gardens – recommended to be used to replace the floor lighting in the memorial gardens with led lighting to save on future costs.

Community Facilities – recommend to used to build a cemetery shelter and to replace the events gazebo with 2 more substantial and professional models

Cut off for the application is the 11th August 17. The above are quick fixes and wont take too much work to apply for and to complete.

9. NAS DRIVE

Members are aware that last month the NAS drive failed. Unfortunately the drive has not been properly set up to copy data to another drive but fortunately the data had been backed up on the Microsoft Cloud so only a limited amount of information was lost. A new NAS drive was purchased and properly set up by a professional company. The new NAS drive will copy from one drive to another drive overnight. The drive will also back up to the cloud once set up. I have managed to setup a backup of emails off all 3 pc on a daily basis.

10. EMAILS/OFFICE PC's

The Office Software Holly, Ursula and I use is MS Office 2007. My laptop is ok but the 2 PC's are slow.

Emails are currently hosted by 2commune and staff use outlook 2007 to access emails on individual email accounts.

12. CHEQUE SIGNING

To confirm protocol on cheque signing

13. WATER BOWSER

Full Details of the quotes are attached.

14. PRIORITISATION OF TASKS

Continuing on from last time