

MACCLESFIELD TOWN COUNCIL

FINANCE COMMITTEE

Minutes for the meeting held on Wednesday, 19th August 2015 at 7.00pm at Macclesfield Town Hall.

In Attendance: Cllr C Andrew (Chairman)
Cllr G Jones
Cllr B Dooley
Cllr M Hardy
Cllr A Schofield
Cllr L Durham (Mayor)
Cllr A Harewood

Also in attendance was the Town Clerk, Pete Turner.

1. APOLOGIES FOR ABSENCE

None

2. DECLARATIONS OF INTEREST

None

There being no members of the public present, the meeting was not adjourned for questions or comments from the public.

3. WEBSITE

Cllr Schofield gave a verbal report relating to the work of the Website and Communications Strategy Working Group and the selection of a web design contractor. Cllr the working group sought multiple quotes and the successful quote received was to the value of £1,800. It was clarified that through the development process the website might require additional features and work and that a budget should be made available to cover an acceptable amount of added value.

It was also clarified that once the website contractor was appointed they would work on creating the Macclesfield Town Council email addresses for officers and councillors.

Resolved: That the development of the Macclesfield Town Council website is given a budget of £2,500, to be drawn from the Contingency line of the approved budget for 2015/16

4. OFFICE ACCOMMODATION

The town clerk circulated paper copies of the draft Heads of Terms for a lease for the Tatton room in Macclesfield Town Hall for Macclesfield Town Council to occupy.

Members asked that the Town Clerk clarify the dial code for the phones (with 01625 being a clear preference) and that the insurance requirements should be checked with Zurich.

It was also clarified that due to the working practices of the Town Hall, the building will be accessible from 8am to 4.30pm on weekdays. If the Town Council required any additional access outside of this, there would be costs incurred in line with hire of the Town Hall.

Members also noted that the staff of the Town Hall are Cheshire East Staff and it would not be appropriate for them to be called upon or expected to perform tasks relating to the business of Macclesfield Town Council.

Resolved:

- i. That the draft Heads of Terms are accepted
- ii. That the Cosocius networking and phone proposal is accepted.

5. OFFICE EQUIPMENT

Members discussed the circulated photocopier information and agreed that there was a need for a printer/copier with capacity for collating, duplex, colour and A3 printing.

Members suggested that Cosocius be contacted to see if they had competitive proposals for provision of the network printer/photocopier as well as the required desk computers.

Resolved:

- i. That the Town Clerk is delegated to source a copier/printer on 5 year lease, the monthly cost of which reflects a market purchase price of £4,000 exVAT maximum, as demonstrated in the circulated quotations.
- ii. That a budget of £5,000 is available for the initial establishment of office facilities, IT equipment and furniture.

6. DATE, TIME AND PLACE OF NEXT MEETING

The date of the next meeting of the Finance Committee is 7pm, 3rd November 2015, at Macclesfield Town Hall.