

**Agenda Item FG
19.19**

Report to **Finance & Governance Committee**
Meeting Date **25 July 2019**
From **Clerk, Fiona MacLeod**
Title of Report **Ongoing services arrangements**
Purpose of Report **To consider prior to approval/ratification by full Council**

1. Background

- 1.1 The F&G Committee is asked to review the following services provided to Findon Parish Council (FPC) to ensure that they are still 'fit for purpose' and at reasonable cost.
- 1.2 Internal Audit. FPC has used Rachel Hall (R S Hall and Co) as the internal auditor for the past three years and my proposal would be to continue this arrangement for a further three years, following which the provision of internal audit services should be put out to tender. The current internal auditor meets the criteria under para 2.6 of the FPC Financial Reg and the current cost of this service is £240.00 incl VAT.
- 1.3 Web site management. Maureen Chaffe (Processmatters2) manages the FPC web site, updating the site with 'news' articles, publishing Agendas and supporting papers, and other documentation to keep the site fresh and informative. The cost of this service is £120.00 per quarter which I feel is good value for money as I do not have the time or expertise to take on this additional work.
- 1.4 IT Support. As part of the upgrade and migration last year to Microsoft Office 365 for the Clerk and all parish councillors to meet the General Data Protection Regulation (GDPR) requirements, JNR Computer Services were appointed to carry out the necessary work, including ongoing licencing arrangements. Part of the arrangements were for JNR to provide IT Support to the Clerk and all councillors, which they have done over the past 12 months, at an annual cost to FPC of £1k i.e. approx. £20.00 per week (there are no call out charges). I would propose that this arrangement is continued for a further two years.
- 1.5 SSE electrical supply for street lighting. Notification has just been received from SSE for the renewal of the Business Energy contract currently in place. The renewal requires completion of the new DD Mandates and Electricity Contract Offer prior to the FPC meeting on 5 August 2019 and I seek agreement in principle and authorisation by the Committee to complete the documents on behalf of FPC. The amounts for the electrical supply to the FPC owned streetlights are minimal, around £15.00 per month.

2. Issues for ratification by full Council

- 2.1 That, following consideration by the Finance & Governance Committee, the proposals in paras 1.2 to 1.4 of the report be taken to the FPC meeting on 5 August 2019 for approval/ratification.
- 2.2 That, following consideration by the Finance & Governance Committee, two FPC cheque signatories be authorised to complete the documentation as detailed in para 1.5 and ratified at the FPC meeting on 5 August 2019.