

## ST DENNIS PARISH COUNCIL

### Recommendations of the Finance, Staffing, General Purposes and Audit Consultation Meeting held on Thursday 2<sup>nd</sup> December 2021 at 7.00pm online.

**Present:** Cllr Clarke, Cllr Mrs T Edmunds, Cllr Taylor, Cllr Lodomez, Cllr Harwood.

**In Attendance:** Lynn Clarke, Parish Clerk.

#### **Apologies.**

Cllr Mr N Edmunds, Cllr Burnett – Apologies Approved. Cllr Kelsey absent

#### **Declarations of Interest.**

None Declared. The Chair reminded all present that if any further matter arises during the meeting advice must be sought from the clerk and the Chair before continuing.

#### **Public Participation.**

No members of the public present.

#### **To review the Minutes of the Finance, Staffing, General Purposes and Audit Committee held on the 15<sup>th</sup> July 2021.**

The minutes were agreed as a true and accurate account, recommendation to sign at the next General Purpose, Finance, Staffing & Audit Meeting. Cllr Harwood abstained as not present at the meeting. All present in favour.

#### **To Review and agree the regular payments list.**

The payment list was approved. **Recommendation** to Full Council to adopt. All present in favour.

#### **To agree the cost of handheld hedge cutter training for 2 members of staff.**

It was agreed that this would be beneficial. **Recommendation** for Full Council to approve these costs. All present in favour.

#### **To review the progress of actions from the internal auditors' findings.**

It was noted that with the exception of the insurance review, which is on the discussion list this evening, all actions have been addressed. Progress report to be given at the next Full Council meeting for approval.

#### **To Review and agree the budget figures for 2022 – 2023 and agree the precept for 2022-2023.**

The budget for 2022 – 2023 was reviewed and approved Recommendation for Full Council to adopt.

It was agreed to cover the costs set out in the budget and with the depreciation of the Council Tax Support Grant the precept should be raised to £122584.00 for 2022-2023. Recommendation for Full Council to approve.

#### **To agree the increase in the insurance premium for additional Fidelity Guarantee cover as highlighted in the internal audit.**

The additional cost of £202.03 was agreed. Recommendation to Full Council to approve payment. All present in favour.

**To review and agree the Business Continuity Policy and Plan.**

Several amendments were put forward to update the policy. It was agreed with these amendments, to put recommend the Business Continuity Policy and Plan be adopted by Full Council. All present in favour.

**To review St Dennis Parish Council’s GDPR Policies.**

These were reviewed and recommendation put forward for Full Council to adopt.

**To agree the transfer of the second half of the Playing Field Budget to the Playing Field Bank Account.**

It was agreed to recommend that Full Council approves the transfer of £5695 to the Playing Field bank account. All present in favour.

*Standing Order 1c*

*That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw’.*

Cllr Clarke reminded that before we start this section of the meeting, I am required to remind you all that this is a confidential meeting and is not to be discussed with anyone out of this meeting.

**Confidential.**

To approve the recommendations of the staffing committee consultation.

- Casual Staff Appraisals have been undertaken, objectives set, and future training identified.
- Staff Performance was reviewed.
- Probation Induction review of new staff to be undertaken.
- Flexible working hours were approved
- Annual Leave remaining was reviewed.
- Review of office hours was deferred.

All present in favour of recommending that Full Council approve.

Signed.....Date.....

Chairman of Finance, Staffing, GP and Audit Committee

There being no other business within this section of the Chairman closed this meeting at 20.30 pm.