

## ST DENNIS PARISH COUNCIL

Minutes of the Finance, Staffing, General Purposes and Audit Meeting held on Wednesday the 12<sup>th</sup> October 2022 at 7.00pm at Claytawc, Fore Street, St Dennis.

**Present:** Cllr Burnett (Chair), Cllr Mrs T Edmunds (Vice Chair), Cllr Kelsey, Cllr Clarke, Cllr Taylor.

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

**F19/22 Apologies.**

Cllr Harwood, Cllr Lodomez. Apologies accepted.

**F20/22 Declarations of Interest.**

None

**F21/22 Public Participation.**

No members of the public present.

**F22/22 To adopt the Minutes of the Finance, Staffing, General Purposes and Audit Committee held on the [10<sup>th</sup> August 2022](#).**

**Resolved** – To adopt the minutes of the 10<sup>th</sup> August 2022 with one amendment to F27/22 The word Vulnerable was removed. All present in favour.

**F23/22 Matters arising.**

Handheld hedge trimmer purchased.

Equipment agreements drawn up and signed.

New mobile phone purchased, and contract set up.

Cllr skills audit form amended this still needs to be circulated to all Cllrs.

Terms of Reference have been amended adding in required training as agreed.

**F24/22 To agree an [approved contractor list](#) and limits for smaller works.**

**Resolved** – To approve the list for smaller works with the addition of three other contractors highlighted during the discussions and to add the list with contact numbers to the Business Continuity Policy and Plan. All present in favour.

**F25/22 To review the [regular payments list](#)**

**Resolved** – To accept the payment list with the removal of the Google account. All present in favour.

**F26/22 To discuss the recent issues with the EDF Direct Debit for the CCTV in the Playing Field.**

The Clerk highlighted that the direct debit had been raised to £495.00 per month but this has been reduced to £10 per month and the difference is due to be refunded.

**F27/22 Update on bank signatories.**

The Committee were informed that the bank had lost the paperwork and new mandate forms have been signed and submitted.

**F28/22 To agree training time limits for training on the Committee Terms of Reference.**

**Resolved** – To add a time limit for the expected training. To read: Dependant on availability Committee Members are to have attended or booked onto training within three months of being appointed to the Committee. All present in favour.

**F29/22 To discuss and agree a backup plan for the office should it not be available for use.**

**Resolved** – For short term disruption staff would work from home. For longer term disruption a list of community venues for use as an office and storage spaces for files to be drafted and circulated for approval. All present in favour.

**F30/22 To review the report from the external Auditor.**

It was noted that were two except for matters within the report.

1. Transposition of figures
2. The inclusion of charity figures, which the Clerk will be seeking further advise about.

**Resolved** - To accept the findings of the Internal Auditor. All present in favour.

**F31/22 To review the action plan and projects to be included within the 2023-2024 budget.**

**Resolved** – To allow a budget for:

Traffic Calming mobile speed signage.

Replacement of missing footpath signage.

Dunstan Close Land improvements.

Additional funds to add to ear marked reserves for Trelavour Square for future tarmacking and renewal of white parking lines.

**F32/22 To discuss undertaking land searches for the land at Dunstan Close and to agree and associated costs.**

The Clerk informed that provisional costs of between £600 - £900 had been advised but this had not yet been confirmed. It was **Resolved** – To allow a budget of up to £1500. To be agreed via email once confirmed. 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 Burnett reminded that before we start this section of the meeting, she is required to remind you all that this is a confidential meeting and is not to be discussed with anyone out of this meeting.

**F35/22 Confidential.**

None

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 19.48 pm.