

ST DENNIS PARISH COUNCIL

Minutes of the Finance, General Purposes and Audit Meeting held on Wednesday the 22nd March 2023 at 7.00pm at Claytawc, Fore Street, St Dennis.

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

In Attendance: Lynn Clarke, Parish Clerk, Senior Office Administrator Tracey Hutton.

F53/22 Apologies.

Cllr Taylor. Apologies accepted.

F54/22 Declarations of Interest.

None

F55/22 Public Participation.

No members of the public present. A recent comment from a member of the public regarding the precept increase was noted.

F56/22 To adopt the Minutes of the Finance, Staffing, General Purposes and Audit Committee held on the [30th November 2022](#).

Resolved – To adopt the minutes of the 30th November 2022. All present in favour.

F57/22 Matters arising.

Cllr Officer protocol has been amended and is on the website.

Cllr Application form has been amended.

Code of Practice for handling complaints has been amended and is on the website.

Terms of reference for the Coronation Working Party have been amended and are on the website.

Hendra Prazey land has been placed on the market.

Second quarter figures have been amended to reflect the changes required.

Precept demand has been submitted.

F58/22 To agree the [Quotations and Tenders Policy](#)

Resolved – To adopt the document with the corrections highlighted amended. All present in favour.

F59/22 To agree the electrical testing for the public toilets.

Resolved – To use Holloway Electrical for the testing at a cost of £180.00. All present in favour.

F60/22 To discuss the setting up of additional bank accounts.

Cllr Burnett informed that those present that if a bank fails the FSCS protects up to £85000 of funds held with one provider. This was discussed at length and agreed that to better protect the Parish Council funds another bank account should be set up as a holding account to reduce the risk to monies held.

It was **Resolved** to investigate opening a separate account with Unitary Trust, to be used as a holding account. All present in favour.

F61/22 To agree the third quarter figures against the budget and agree transfers where required. ([Ear Marked Reserves](#), [Budget](#), [Budget Summary](#)).

It was **Resolved** to accept the figures as present and to move figures within the Ear Marked Reserves to accommodate expected Cemetery Wall Repairs and to set up a new reserve heading. Open Spaces Maintenance to be moved to Cemetery Wall, Tree Work £4350 to be moved to Cemetery Wall, Election Expenses £2000 to be moved to Cemetery Wall. All present in favour.

F62/22 To be informed of the notification of the External Auditor for 2022 – 23 and the expected Costs.

The Committee were informed that the auditor will be BDO LLP at a cost of £420.00. Costs and Auditor were approved. All present in favour.

F63/22 To review the electric contract for the CCTV unit, the public toilets and the Cemetery.

It was noted that there were differences in charges for each meter. It was agreed to make further enquires with other providers and confirm existing costs due to time differences in the information provided. Findings to be circulated to all Cllrs for further consideration.

F64/22 To retrospectively agree the Suez Waste Collection price increase.

It was noted that the costs will increase by 12%. It was then agreed to obtain new quotes for waste disposal and for Cllrs to review via email. If the contract is to be changed this will need to be placed on the agenda for the next meeting.

F65/22 To review the [Broadcasting and use of social media at Meetings Policy](#).

It was **Resolved** – To amend section 14 to remove the word record as there may be instances where meetings need to be recorded to aid the accuracy of minutes. All present in favour.

Cllr Edmunds left the meeting.

F66/22 To review the [Expenses Policy](#).

It was **Resolved** to accept the policy with the following amendments. Clerks’ expenses to change to staff expenses. Inland Revenue to be updated to HMRC the title Chairman to be changed to Chair. 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 informed 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.

F67/22 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 20.05 pm.