

## ST DENNIS PARISH COUNCIL

### Minutes of the Finance, Staffing, General Purposes and Audit Meeting held on Wednesday the 11<sup>th</sup> November 2020 at 7.00pm online

**Present:** Cllr Clarke (Chair), Cllr Mr N Edmunds (Vice Chair), Cllr Mrs T Edmunds, Cllr Lodomez, Cllr Kelsey, Cllr Taylor, Cllr Howard.

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

#### **F20/20 Apologies.**

None. Cllr Harwood absent.

#### **F21/20 Declarations of Interest.**

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

#### **F22/20 Public Participation.**

No members of the public present.

#### **F23/20 To adopt the Minutes of the Finance, Staffing, General Purposes and Audit Committee held on the 26<sup>th</sup> August 2020.**

Taylor. Cllr Howard and Cllr Kelsey abstained as not present at the meeting. All others in favour.

#### **F24/20 Matters arising.**

The clerk read a complaint received regarding the closing of the Playing Field. **Action –** Letter to be sent to the complainant outlining the reasons behind the closure.

#### **F25/20 To review the Business Continuity Plan and Policy in line with the current pandemic and to formulate an action plan should it be required.**

##### **a) Office staff or the clerk unable to work.**

It was **resolved** – for Cllr Clarke to hold a Parish Council laptop and for the office phone to be diverted to the Parish Council mobile. Cemetery work will be covered by Cllr Mrs T Edmunds and another Cllr nominated at the time. If the Clerk, administrator and the Chair are unavailable or ill the Vice Chair will hold the Parish Council laptop and mobile.

##### **b) Casual Workers unable to carry out their duties**

It was **resolved** – To notify all Cllrs who will continue with the basic duties of both casual workers.

**Action –** clerk to draw up an action plan to reflect the above.

#### **F26/20 To agree the quotations for the tree work as identified within the recent tree survey.**

The clerk presented the quotations to the table.

**Deferred –** The clerk to request quotations for all the tree work to be carried out.

#### **F27/20 To agree the quotations for waste removal**

**Resolved –** To accept the quotation from Suez for the removal of waste. Proposed by Cllr Mr N Edmunds seconded by Cllr Taylor all in favour.

**F28/20 To agree the tenders for the landscaping contract.**

**Resolved** – To offer the three highest scoring contractors' separate sections subject to a pre-contract meeting. Proposed by Cllr Mr N Edmunds seconded by Cllr Howard all in favour.

**F29/20 To approve the revised quotations for the installation of CCTV.**

**Resolved** – to accept the revised quotation for Waldons for the installation of the CCTV. Proposed by Cllr Mr N Edmunds seconded by Cllr Mrs T Edmunds all in favour.

**F30/20 To approve the revised quotation for the groundworks required to install the above.**

The clerk advised that the preferred contractor has still not forwarded a revised quotation.

**Resolved** – To obtain three quotations for the work, decision to be made via email.

Proposed by Cllr Mr N Edmunds seconded by Cllr Mrs T Edmunds all in favour.

**F31/20 To review and agree the spend from April to September 2020**

**Resolved-** to approve. Proposed b Cllr Mr N Edmunds seconded by Cllr Taylor, all in favour.

**F32/20 To review the budget for 2021 – 2022**

It was **Resolved** – to increase the budget for staff training, to add additional funding to the ear marked reserves, office equipment, Provision of seats, Tree maintenance, Cemetery Land and CCTV. Proposed by Cllr Clarke seconded by Cllr Taylor all in favour.

**F33/20 To discuss the offer from Cornwall Council to join their Autumn Dog Fouling Campaign and associated costs.**

The clerk informed that nobody has yet come forward to carry out the role of Community Ambassador. The associated costs for taking part in this campaign would be £50 and the deadline for applications has been extended to the 20<sup>th</sup> November.

**Action** – article to be shared again on social media, clerk to discuss with possible interested parties. If a volunteer comes forward email all Cllr's for approval of associated costs.

**F34/20 To discuss future training for Cllrs and staff.**

The importance of Councillors attending Code of Conduct training was highlighted, it was noted that not all Cllrs can attend during the day. **Action** – clerk to investigate options for evening sessions.

Cllr Workbooks were discussed. Cllrs to download and work through independently. The clerk advised that the finance books may be beneficial to those who are carrying out the internal control checks for the Parish Council.

Chainsaw Training – Approved for one casual worker to undertake this training. **Action** – check availability of course in January and confirm with casual worker that they can attend. Purchase of chainsaw and protective equipment to be placed on December agenda for approval.

CALC working with your Council Training for the administrator costs to be considered when the training is available.

CILCA training for the clerk. Costs to be considered when course dates are available.

Health & Safety Training costs to be considered when course dates are available.

*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'*

**F35/20 Confidential.**

**Staffing –**

End of probation period for new casual worker

Wage increases for budget purposes for 2021-2022 2% increase approved.

Administrators progress and probation period – to be reviewed next month

Evaluation of clerks' role – deferred.

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 20.47 pm.

DRAFT