

ST DENNIS PARISH COUNCIL

MINUTES OF THE FINANCE, STAFFING, GENERAL PURPOSES AND AUDIT, MEETING HELD ON THE 16th MARCH 2018 AT 7.45PM IN THE CLAYTAWC CENTRE

Present: Cllr Mrs Clarke (Chair), Cllr Panks, Cllr Snell, Cllr Mrs K Taylor, Cllr Bates, Cllr Ms S Kelsey

In Attendance: Lynn Clarke, Parish Clerk

F67/17 Apologies

Cllr Cotton. Cllr Edmunds Apologies accepted proposed by Cllr Mrs K Taylor seconded by Cllr Ms S Kelsey all in favour

F68/17 Declarations of Interest

None Declared

F69/17 Public Participation

No members of the public present

F70/17 To adopt the Minutes of the Finance, Staffing, General Purposes and Audit Committee held on the 30th January 2018.

The minutes could not be adopted at this meeting. Deferred to full council.

F71/17 Matters arising.

No matters arising

F72/17 To review and agree quotations received for the cleaning of the public toilets.

– Clerk to go back to preferred quote and request another price for the cleaning of one toilet due to future plans both toilets may not be open, and contract cannot be agreed as currently two toilets have been quoted for. Clerk has delegated authority to accept the price on behalf of the council providing it does not exceed £70 per week a twelve-month contract can be issued for the work reviewed on a six-monthly basis – **Proposed** by Cllr Mrs K Taylor seconded by Cllr Mrs J Clarke all in favour.

F73/17 To agree work schedule for public toilets.

Agreed – The tiles to be added will be white mat tiles 6 x 6 and additional quotes being obtained for stainless steel wall coverings. Council to make a final decision when quotes have been received.

F74/17 To agree repairs for the gent's toilets after damage to pipe work due to frozen pipes.

Resolved – To accept the quote from Amos Plumbing proposed by Cllr Mrs J Clarke seconded by Cllr Bates all in favour

F75/17 To Discuss the opening of bank accounts with different banks to minimise risk to funds.

Resolved – Clerk to obtain forms to open accounts with Lloyds bank and Nat West and liaise with authorised signatories to arrange the opening of new accounts.

F76/17 To agree new staff policies as emailed.

- **Expenses policy** – Approved proposed Cllr Mrs J Clarke seconded by Cllr Mrs K Taylor all in favour.
- **Equal Opportunities policy** – Approved proposed by Cllr Mrs K Taylor seconded by Cllr Ms S Kelsey all in favour.
- **Health & Safety Policy** – Approved proposed by Cllr Mrs K Taylor seconded by Cllr Ms S Kelsey all in favour.
- **Lone Working Policy** – Approved proposed by Cllr Bates seconded by Cllr Snell all in favour.
- **Employees Code of Conduct** – Approved proposed by Cllr Mrs K Taylor seconded by Cllr Bates all 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'

F77/17 Confidential minuted separately

Staffing – Resolved

There being no other business the Chairman closed the meeting at 21.05pm.

Signed.....

Chairman of Finance, Staffing, GP and Audit Committee

Date.....

