

## ST DENNIS PARISH COUNCIL

### Minutes of the Finance, Staffing, General Purposes and Audit Meeting held on Thursday the 28<sup>th</sup> January 2021 at 7.00pm online

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

Due to technical difficulties being experienced by the Chair Cllr Mr N Edmunds was invited to chair the meeting.

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

**F57/20 Apologies.**

None

**F58/20 Declarations of Interest.**

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

**F59/20 Public Participation.**

No members of the public present.

Cllr Lodomez joined the meeting.

**F60/20 To adopt the Minutes of the Finance, Staffing, General Purposes and Audit Committee held on the 8<sup>th</sup> December 2020.**

**Resolved** – To accept the minutes proposed by Cllr Taylor, seconded by Cllr Mrs T Edmunds. Cllr Mr N Edmunds abstained as not present at the meeting. All others in favour.

**F61/20 Matters arising.**

Tree work has been started.

Budget has been amended as agreed.

Precept notification has been submitted.

New contracts have been drafted.

Time off in Lieu Policy has been drafted (not yet approved).

Microsoft licences have been purchased.

Website hosting has not yet been investigated.

19.15 Cllr Lodomez lost connection and left the meeting.

**F62/20 To review the Electricity Contract.**

The clerk informed that the current contract for the Cemetery has been transferred to an Easy Fix Contract and gave the new prices.

**Action** – To investigate alternative suppliers and compare prices. Proposed by Cllr Kelsey seconded by Cllr Taylor all in favour.

**F63/20 To agree the new price increase for Scribe.**

Scribe are increasing the cost of the accounts package subscription for 2021 – 2022. The charges for this software are linked to the precept income and will increase to £648 per annum.

**Resolved** - To accept the increase in charges. Proposed by Cllr Taylor seconded by Cllr Kelsey all in favour.

**F64/20 To discuss moving to the e-Payments plan with Barclays Bank.**

Letter received from Barclays informing of Annual Price Review and recommendation that they will move the accounts automatically on the 15<sup>th</sup> March unless the Parish Council advises otherwise.

**Resolved** – To accept the recommendation from Barclays Bank and continue with the transfer. Proposed by Cllr Mr N Edmunds seconded by Cllr Taylor all in favour.

**F65/20 To discuss and allocate the Trelavour Prazey, Hendra Prazey, Footpaths and verges contract.**

This was discussed at length and it was **Resolved** – To write to Glenn Humphries Landscaping giving a deadline for acceptance or termination of the contract. If the contract is not accepted to split the area and offer Trelavour Prazey, Hendra Prazey and the verges to the two new contractors who have already accepted the offer of the Playing Field and the Cemetery Contracts. Proposed by Cllr Mrs T Edmunds seconded by Cllr Taylor all in favour. Cllr Taylor proposed that the casual workers undertake the cutting of the footpaths on a trial basis of one cut, seconded by Cllr Howard. Cllr Clarke objected to this proposal raising concerns with potential increased costs for maintenance of equipment and the additional hours. This was put to the vote motion carried in favour of the Casual workers carrying out a trial cut, 6 in favour and 1 against.

**F66/20 To agree who will be sitting on the Pre-Contract Meeting.**

Agreed Cllr Clarke, Cllr Mrs T Edmunds, Cllr Taylor and the clerk will attend. **Action** – Clerk to arrange the meetings.

**F67/20 To agree the quotations for the CCTV groundworks.**

**Deferred** – Quotations not received. **Action** clerk to place an advert on Facebook inviting quotations for this work.

19.48 Cllr Lodomez re-joined the meeting.

**F68/20 To agree the renewal of the ESET Antivirus at £92 + Vat for the 4 computers.**

**Resolved** – To accept the renewal costs. Proposed by Cllr Taylor seconded by Cllr Clarke all in favour.

**F69/20 To discuss and agree the internal Auditor for 2020 – 2021 Audit.**

The clerk informed that this is a new venture and there are currently limited options for references. The clerk read a reference provided by the clerk of Falmouth Town Council regarding the competencies of the potential Internal Auditor. The clerk advised that Ms Thomas has been recommended to St Dennis Parish Council and has a vast knowledge and understanding of the procedures that we are required to comply with, as well as the financial knowledge acquired during her 10 years' service with Falmouth Town Council.

**Resolved**- To hire the services of Ruth Thomas as the new internal Auditor. Proposed by Cllr Mrs T Edmunds seconded by Cllr Taylor all in favour.

**F70/20 To discuss and agree pay increases in line with the ALC guidance issued on the Increase of the National Living Wage.**

**Resolved**- to increase the casual labourers' wages by 2% from 1<sup>st</sup> April 2021. Proposed by Cllr Kelsey seconded by Cllr Taylor all in favour.

**F71/20 To discuss and agree the removal / disposal of recently felled trees.**

**Resolved-** To put a notice on Facebook requesting donations for the wood. To be distributed on a first come first served basis, to the people of the Parish. 1 trailer per household to a max size of 6ft x 4 ft. Appointments for collection to be made through the clerk. Casuals to be consulted on convenient times for collection. Proposed by Cllr Mrs T Edmunds seconded by Cllr Taylor all in favour. Cllr Clarke informed that she may be available to unlock on occasional afternoons and weekends.

*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 Mr N Edmunds 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. I also need your confirmation that no-one else in your household is in the room or can overhear the conversations that are to take place during this meeting. The clerk will record your response individually".

Cllr, Clarke, Cllr Mr N Edmunds, Cllr Mrs T Edmunds, Cllr Taylor, Cllr Harwood, Cllr Howard, Cllr Kelsey, Cllr Lodomez and the clerk all confirmed that there was no one else in the room or in the household who could overhear the conversation.

**F72/20 Confidential.**

**Staffing**

The Clerk updated the Committee on the recent staffing meeting and highlighted the issues raised and decisions made during the meeting.

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 20.20 pm.