

## ST DENNIS PARISH COUNCIL

Minutes of the Finance, Staffing, General Purposes and Audit Meeting held on Wednesday the 10<sup>th</sup> August 2022 at 7.00pm at Claytawc, Fore Street, St Dennis.

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

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

**F19/22 Apologies.**

Cllr Harwood. 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 3<sup>rd</sup> March 2022 and the 29<sup>th</sup> June 2022.**

**Resolved** – To adopt the minutes of the 3<sup>rd</sup> March. Cllr Taylor abstained as not present at the meeting. All others present in favour.

**Resolved** – To adopt the minutes of the 29<sup>th</sup> June. All present in favour.

**F23/22 Matters arising.**

Governance and Accountability Return for 2020 – 2021 has been submitted. Public notice has been published for the inspection of the accounting statements. Financial Risk Assessment has been updated and placed on the website. Internal Auditor has been contacted to carry out an Interim Audit. Awaiting confirmation from Barclays Bank for additional signatory. Staffing Committee numbers have been increased to 5. Carnival Committee documents received, and key issued / returned.

**F24/22 To review the petty cash float.**

**Resolved** – To keep the petty cash float at £100. All present in favour.

**F25/22 To review debit card payments.**

**Resolved** – To leave the balance limit at the maximum of £500 per transaction for card use. All present in favour.

**F26/22 To agree the cost of a handheld hedge trimmer.**

**Resolved** – To purchase from Mason Kings at a cost of £ 566. All present in favour.

**F27/22 To review key allocation to Cllrs.**

**Resolved** – For the Chair and Vice Chair to hold keys as specified within the key holding agreement. Keys only to be used when directed by Full Council. Two nominated Cllrs to be present when access is required. All present in favour.

**F28/22 To review Parish Council equipment holders, (telephones and laptops).**

**Resolved** – For the Chair to hold the emergency phone for out of hours contact. The Clerk to hold the office mobile phone and in the absence of the Clerk for this to be held by the office administrator. Both office staff to maintain responsibility for the Parish Council laptops. All Present in favour.

**F29/22 To review the mobile phone contract.**

**Resolved** – For the office phone to be moved from pay as you go to a contract. Sim only Contract to be agreed via email. All present in favour.

**F30/22 To review the mobile phone suitability and consider replacement.**

**Resolved** – To delegate a budget of up to £200 to the office for the purchase of a more up to date handset. All present in favour.

**F31/22 To review and agree appointed persons for accessing CCTV.**

**Resolved** – To appoint the Chair and Vice Chair of Full Council and the Chair and Vice Chair’s of the Cemetery Committee and the Playing Field Committee as appointed persons to access the CCTV if required in the absence of the Clerk. All present in favour.

**F32/22 To discuss and agree an introduction of a Cllr Skills Audit form.**

**Resolved** – To introduce the new form. Trial use will be undertaken by the General-Purpose Committee to test suitability, before being extended to full Council. All present in favour.

**F33/22 To approve the first quarter figures for 2022 - 2023**

**Resolved** – To accept the figures as emailed. All present in favour.

[Ear Marked Reserves 1st quarter](#) [Budget 2022-23 1st quarter figures](#)

**F34/22 To consider adding essential training to Terms of Reference for all Committees.**

**Resolved** – To add training relevant to committees to ensure that members have the suitable knowledge required for their roles. Code of conduct training to be added to all Committee Memberships. 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 20.23 pm.