

ST DENNIS PARISH COUNCIL

Minutes of the Finance, Staffing, General Purposes and Audit Meeting held on Wednesday the 30th November 2022 at 7.00pm at Claytawc, Fore Street, St Dennis.

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

In Attendance: Lynn Clarke, Parish Clerk.

F36/22 Apologies.

None.

F37/22 Declarations of Interest.

None

F38/22 Public Participation.

No members of the public present.

F39/22 To adopt the Minutes of the Finance, Staffing, General Purposes and Audit Committee held on the [12th October 2022](#).

Resolved – To adopt the minutes of the 12th October. All present in favour.

F40/22 Matters arising.

Approved contractor list has been drafted. Where relevant contractors have been added to the Business Continuity Policy & Plan as agreed.

Regular Payment list has been added to the website.

Temporary office space has not been investigated.

Projects identified have been added to the budget.

Land search costs have not yet been received.

F41/22 To consider the adoption of the [Model Councillor- Officer Protocol](#).

Resolved – To adopt the document with amendments to reflect St Dennis Parish Council. All present in favour.

F42/22 To agree the Parish [Councillor Application Form](#).

Resolved – With the addition of a new sentence outlining the expectation of new Cllrs to attend training, the new form was adopted. All present in favour.

F43/22 To review the [Parish Council Code of Practise for Handling Complaints](#).

This was reviewed and, with one amendment to update the Monitoring Officer, it was

Resolved to accept the document. All present in favour.

F44/22 To agree the [Terms of Reference for the Coronation Event Working Party](#).

The minimum numbers for the working party members were agreed. With corrections highlighted amended. It was **Resolved** to adopt the Terms of Reference. All present in favour.

F45/22 To discuss the options of a private treaty or auction for the land at Hendra Prazey.

This was discussed at length, and it was agreed to ask the estate agent to advertise the land as open to offers and to use his discretion on minimum value. To review once offers have been received. All present in favour.

F46/22 Update on bank signatories.

The Committee were informed that Cllr Burnett has been added as a signatory to the accounts.

Cllr Kelsey declared an interest as a director of Claytawc and left the room.

F47/22 To note the office rent increase from April 2023.

It was noted that the rent has not been increased for several years and that the proposed increase included room hire for all meetings, these are currently an additional payment.

Resolved – To accept the rent increase rise to £7000 per anum. All present in favour.

Cllr Kelsey was invited to re-join the meeting.

F48/22 To review the costs of the inhouse footpath cutting and to agree plans for cutting in 2023 – 2024.

It was noted that the costs to date for this year's cutting were £1392.36 with the inclusion of an additional service required for one strimmer. This was compared to last year and the quotations provided in 2021 by contractors. It was agreed that the costs are still lower than the quotations and, having the cutting in-house was advantageous if additional cuts are required. It was **Resolved** – to continue to carry out the footpath cutting inhouse for 2023 – 24. All present in favour.

F49/22 To review the second quarter figures against the budget and to agree transfers where required.

It was **Resolved** – To move £1000 from training into mileage allowance. The Ear Marked Reserves were reviewed to allocate funds for the Cemetery Wall Repairs. It was agreed that if the election costs are not required this year, then this will be allocated towards the wall repairs and additional funding can be moved from the Community Benefit Fund, or the village enhancements if required in 2022 – 2023. With these amendments the quarterly figures were approved. All present in favour.

[figures against Budget 2nd Quarter](#) [Budget Summary 2nd Quarter](#) [Ear Marked Reserves 2nd Quarter](#)

F50/22 To agree the budget for 2022 – 2023.

Deferred as incorrect dates shown on the agenda.

F51/22 To review and agree the proposed precept for 2023 – 2024.

The proposed budget was reviewed beside the proposed precept workings. The figures were discussed at length. It was resolved to recommend to Full Council an increase to £140026 due to increase in running costs predicted for 2023-24. All present in favour.

[Proposed Budget 2023-24](#) [Proposed Ear Marked Reserves 2023-24](#) [Budget Summary 2023-24](#)

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.

F52/22 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
20.00 pm.

DRAFT