

# ST DENNIS PARISH COUNCIL

Minutes of the Finance, Staffing, General Purposes and Audit Meeting held on  
Wednesday the 22<sup>nd</sup> July 2020 at 7.00pm online

**Present:** Cllr Clarke (Chair), Cllr Harwood, Cllr Mrs T Edmunds, Cllr Taylor, Cllr Kelsey

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

## **F1/20 Apologies.**

Cllr Lodomez, Cllr Mr N Edmunds – Apologies approved. Cllr Howard absent

## **F2/20 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.

## **F3/20 Public Participation.**

No members of the public present.

## **F4/20 To adopt the Minutes of the Finance, Staffing, General Purposes and Audit Committee held on the 27<sup>th</sup> February 2020.**

**Resolved** – To accept the minutes with one amendment, proposed by Cllr Taylor seconded by Cllr Mrs T Edmunds, all in favour. Cllr Kelsey abstained as not present at the meeting.

## **F5/20 Matters arising.**

Contract for the cleaning of the public toilet to be issued now that the facility is to reopen. The previous decision to review all contracts was placed on hold due to covid-19. The clerk asked if the council now wish to proceed with this and advertise the contracts for tender – **Action** Clerk to proceed with the advertisement.

## **F6/20 To consider the findings of the internal Auditor.**

Cllr Clarke raised concerns regarding the internal auditor's report specifically the section referring to concerns if the clerk were to fall ill. The Parish Council do have a business contingency plan, they are members of CALC and SLCC, who are available to help in an emergency such as this. The second point made by the auditor relating to legal and Q quasi-legal documents being known and understood by the Council. Councillors make the decisions and it is the clerk's role to ensure that any such information is fully understood by all councillors before a decision is taken. It was **Resolved** – To accept the findings of the internal audit with the exceptions above.

## **F7/20 To agree the Annual Governance Statement 2019 - 2020.**

**Resolved** – To answer yes to questions 1 – 9. Proposed by Cllr Mrs T Edmunds seconded by Cllr Taylor all in favour.

## **F8/20 To approve the Accounting Statement 2019 – 2020.**

**Resolved** – To approve the Accounting statement as presented. Proposed by Cllr Taylor seconded by Cllr Mrs T Edmunds 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'*

**F9/20 Confidential.**

**Staffing** – meeting to be arranged to discuss the casual labourer job applications.

Admin position to be advertised for a further two weeks and then review applications with a view to start the interview process.

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  
19.35 pm.

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