

ST DENNIS PARISH COUNCIL

Minutes of the Finance, Staffing, General Purposes and Audit Meeting held on
Wednesday 16th June 2021 at 7.00pm at Claytawc, Fore Street, St Dennis.

Present: Cllr Clarke, Cllr Mr N Edmunds, Cllr Mrs T Edmunds, Cllr Taylor, Cllr Kelsey, Cllr Harwood, Cllr Burnett.

In Attendance: Lynn Clarke, Parish Clerk.

F1/21 Election of Chair

Nominations were received for Cllr Mrs J Clarke, there being no other nominations a vote was taken all in favour with no abstentions.

F2/21 Election of Vice Chair

Nominations were received for Cllr Mr N Edmunds, there being no other nominations a vote was taken all in favour with no abstentions.

F3/21 Apologies.

None. Cllr Lodomez absent

F4/21 Declarations of Interest.

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

F5/21 Public Participation.

No members of the public present.

F6/21 To adopt the Minutes of the Finance, Staffing, General Purposes and Audit Committee held on the 26th August 2020 and the 18th February 2021.

The clerk informed that the approval for the minutes from the 28th January were omitted from this and would be added to the agenda for approval at the next meeting.

Resolved – To accept the minutes of the 26th August, proposed by Cllr Mrs T Edmunds, seconded by Cllr Mr N Edmunds, Cllr Clarke in agreement. Cllr Harwood, Cllr Kelsey, Cllr Burnett, Cllr Taylor abstained as not present at the Meeting.

Resolved – To approve the minutes for the 18th February. Proposed by Cllr Taylor seconded by Cllr Harwood, all in favour. Cllr Mr N Edmunds, Cllr Kelsey and Cllr Burnett abstained.

F7/21 Matters arising.

Minutes from the 28th January require approval.

Contractor informed of decision to award contract.

Cllr has been co-opted.

Fence panels have not been purchased as no longer required.

F8/21 To consider the findings of the internal auditor and the actions to be addressed.

The report from the internal auditor's report was reviewed. Action's put forward, progress to be reviewed at the next General Purpose, Finance, Staffing & Audit Meeting Committee Meeting.

F9/21 To Approve the Annual Governance Statement 2020-2021.

Resolved – To agree the responses to questions 1 to 9 on the Statement. Proposed by Cllr K Taylors seconded by Cllr Mr N Edmunds all in Favour.

F10/21 To approve the Accounting Statements for 2020 – 2021.

Resolved – To approve the Accounting Statements for 2020 – 2021. Proposed by Cllr Harwood, seconded by Cllr Mr N Edmunds all in favour.

F11/21 To Approve the Asset, Register as at 31st March 2021.

Resolved - To agree the asset Register. Proposed by Cllr Harwood Seconded by Cllr Taylor, all in favour.

F12/21 To agree the Financial Risk Assessment for 2021- 2022.

Resolved – To accept the financial risk assessment with additions put forward at the meeting. Proposed by Cllr Clarke seconded by Cllr Mr N Edmunds all in favour.

F13/21 To agree the replacement of the Office Monitor.

Resolved – To purchase new monitor from Curry's at a cost of £149. Proposed by Cllr Mr N Edmunds seconded by Cllr Mrs T Edmunds, all in favour.

Cllr Clarke proposed that this be purchased on the Parish Council Debit Card, seconded by Cllr Mr N Edmunds, all in favour.

F14/21 To approve two Councillors to carry out the internal Audit.

Resolved – For Cllr Mrs T Edmunds and Cllr Burnett to carry out quarterly Internal Audits.

Cllr Kelsey, Cllr Harwood & Cllr Burnett left the meeting. 19.50pm

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 Clarke 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.

F15/21 Confidential.

Staffing Committee

Pay scale agreed.

Working patterns agreed.

Evaluation of the Clerk's role – deferred.

Discussion of office hours – deferred.

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 20.40 pm.