

ST DENNIS PARISH COUNCIL

MINUTES OF THE FINANCE, STAFFING, GENERAL PURPOSES AND AUDIT, MEETING HELD ON THE 31st January 2017 AT 7.00 PM IN THE CLAYTAWC CENTRE

Present: Cllr Mrs Clarke (Chairman); Cllr Panks; Cllr Snell;

In Attendance: Lynn Clarke, Parish Clerk

F29/16 Election of Vice Chair

Cllr Snell was proposed by Cllr Mrs J Clarke and seconded by Cllr Panks to stand as Vice Chair which he accepted.

F30/16 Apologies

None

F31/16 Declarations of Interest

There were no declarations of interest

F32/16 Public Participation

There were no members of the public present

F33/16 To adopt the Minutes of the Finance, Staffing, General Purposes and Audit Committee held on the 13th December 2016.

Proposed by Cllr Panks, Seconded by Cllr Snell all in agreement.

F34/16 Matters arising.

The Clerk read a recent letter from South West Water regarding changes to the business charges as from April this year customers will be able to choose who provides water and waste water services. Cllr's present requested the clerk to obtain quotations from other providers to present before the table when changes come into place.

F55/16 To discuss and resolve tenders for playing field boundaries

- a) Continuation of boundary fencing. - The Clerk presented three quotes for the continuation of the fence around the playing field. These were discussed and it was **Resolved** – To accept the quotation from Glenn Humphries for the Work. **Action** – Clerk to speak with the contractor and ascertain a start date for the works.
- b) Boundary Wall – The Clerk presented three quotations for the works these were discussed and it was **Resolved** - To accept the quotation from Dunstan Developments for this work. **Action** – Clerk to liaise with Contractors and schedule works.

F36/16 To Review Signatories on Bank Accounts.

Cllr Mrs J Clarke Explained to the committee that at present there are only two authorised signatories on the account one of which is the clerk, historically the clerk only signs cheques if there is no other authorised person available and should not be carried out on a regular basis, it was discussed that if this should be increased to cover all committee members on General Purpose, Finance and Audit Committee. **Agreed** – All members of the General Purpose, Audit and Finance committee to become signatories on the Parish Council bank accounts.

F37/16 Recent Email Problems.

The Clerk explained recent issues that the office is having with the current provider and the time that it had taken to resolve these problems, there was also an incident last year with this provider and the fact that the office needs to have a reliable service as this is a vital utility for the work carried out the only problem with this is that the current host also provides the website. The clerk has made enquiries regarding companies that can offer this service and forwarded the findings to Cllr Panks to investigate further.

Cllr Panks stated that he had looked at the proposed provider from his findings they appear to be a very competent and professional business and would propose that we change our email host to Sea Dog's with a view of changing the website over to them in the future, seconded by Cllr Snell all in favour **Resolved** – To use Sea Dogs as new email host. **Action** – Clerk to request costs of Sea Dogs re-designing website and running costs in the future. Cllr Panks also suggested that the Parish Council consider cloud data storage in the future.

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'

F38/16 Confidential minuted separately

- a) Clerks Overtime Proposal - **Resolved**
- b) Staffing Issues – **Resolved before meeting**
- c) Training Re-imbursement Contract – **Resolved**

There being no other business the Chairman closed the meeting at 20.30pm.

Signed.....

Chairman of Finance, Staffing, GP and Audit Committee

Date.....