

ST DENNIS PARISH COUNCIL

Minutes of the Finance, Staffing, General Purposes and Audit Meeting held on
Wednesday the 26th June 2019 at 7.30pm in the ClayTAWC Centre

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

In Attendance: Lynn Clarke, Parish Clerk.

F19/19 Apologies.

Cllr Lodomez – Apologies accepted. Cllr Cotton absent.

F20/19 Declarations of Interest.

None Declared.

F21/19 Public Participation.

No members of the public present.

F22/1 To adopt the Minutes of the Finance, Staffing, General Purposes and Audit Committee held on the 15th May 2019.

The Minutes were approved – Proposed by Cllr Taylor seconded Cllr Kelsey, Cllr Howard.

F23/19 Matters arising.

None.

F24/19 To agree an increase in the limit for contingency fund.

Cllr Clarke proposed that due to increased costs. It would be wise to raise the emergency works (contingency fund) from £500 to £1,000 to ensure that urgent incidents can be dealt with immediately. The clerk recommended to safeguard the Council that any use of this fund over £500 permission must be agreed by the Chair and Vice Chair of the Council, advising the Financial Regulations will need to be amended to reflect this. Cllr Kelsey amended the proposal for the regulations to state that permission should be sought in the first instance from the Chair and Vice Chair, if they are unavailable then permission may be sought from two other Cllrs'. **Resolved** – to increase the fund and amend the Financial Regulations to reflect the changes. Proposed by Cllr Kelsey seconded by Cllr Taylor all in favour. **Action** – Clerk to amend the financial regulations and add to the agenda for approval.

F25/19 To agree the funds to be transferred to the main savings account.

The clerk informed that the current account is running at a high level this is due to the earmarked reserves being held within the account, recommendation to the Council to transfer any long-term ear marked reserves to the Savings account. **Resolved** to transfer long term reserves proposed by Cllr Mr N Edmunds seconded by Cllr Taylor all in favour.

F26/19 To Consider the findings of the Internal Auditor.

Points raised addressed below:

1. Internal Control Checks – **It was Resolved** – To add to the internal audit the checking and signing of wages vouchers, the reviewing of Cemetery and Education Grant entries to ensure that procedure are being followed. **Action** – The clerk to add the additional checks to the internal audit sheet.

2. Legal Documents being listed – The clerk informed the Council that there is an index for the files within the cabinets, these are currently under review due to the files being weeded. The documents in question are on the current index but should be protected more securely from damage. Discussions took place and it was **agreed** that when the Parish Council moves to a larger office the purchase of a fireproof safe is to be placed on the agenda for the storage of these documents and the burial books with an index to be compiled for the safe.
3. Plant Register – valuations of the land held by the Parish Council – **Action** the clerk will investigate and report back to the Council. Land currently under Parish Council control holds no value that the Council are aware of. The playing field land is held in Trust for the community and not under direct ownership
4. VAT records – **Action** the clerk will submit the returns on a quarterly basis.

F27/19 To approve the Annual Governance Statement 2018 – 2019.

Questions 1 – 9 were reviewed by the Parish Council. It was **Resolved** to answer yes to all questions. Proposed by Cllr Taylor seconded by Cllr Clarke all in favour.

F28/19 To approve the Accounting Statement for 2018 – 2019.

It was Resolved – To approve the Accounting Statement for 2018 – 2019. Proposed by Cllr Mr N Edmunds seconded by Cllr Taylor all in favour.

F29/18 To discuss the Auditor carrying out a midterm audit.

The clerk explained that this year due to circumstances this was not possible. The midterm audit would enable the auditor to carry out checks earlier and to report any findings to the Parish Council directly. This will highlight any potential issues and reduce the time required at the end of the year to complete the Audit. It was agreed in principle. The clerk will enquire if there would be any additional costs and report back to the Council for a final decision.

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'

F30/19 Confidential minuted separately.

Staffing – Hours Review.

There being no other business the Chairman closed the meeting at 20.20pm.

Signed.....Date.....

Chairman of Finance, Staffing, GP and Audit Committee