

## ST DENNIS PARISH COUNCIL

Minutes of the Finance, Staffing, General Purposes and Audit Meeting held on  
Thursday the 28<sup>th</sup> November 2019 at 7.00pm in the ClayTAWC Centre

**Present:** Cllr Clarke (Chair), Cllr Mr N Edmunds (Vice Chair), Cllr Lodomez, Cllr Harwood, Cllr Howard, Cllr Kelsey.

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

### **F44/19 Apologies.**

Cllr Richards, Cllr Mrs T Edmunds – Apologies accepted. Cllr Cotton and Cllr Taylor absent.

### **F45/19 Declarations of Interest.**

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

### **F46/19 Public Participation.**

No members of the public present.

### **F47/1 To adopt the Minutes of the Finance, Staffing, General Purposes and Audit Committee held on the 31st October 2019.**

**The Minutes were approved with one amendment–** Proposed by Cllr Howard seconded Cllr Mr N Edmunds, Cllr Kelsey and Cllr Harwood abstained as not present at the meeting.

### **F48/19 Matters arising.**

The Clerk informed that a meeting had been held with a safe supplier who will be providing a quotation

Cllr Kesley enquired as to the progress of the Public Space Protection Order the clerk informed that this will be investigated further in January due to present workload.

### **F49/19 To Review and agree the earmarked reserves.**

**Deferred**

### **F50/19 To agree the budget for 2020 – 2021**

**Deferred**

### **F51/19 To agree the precept for 2020 – 2021**

**Deferred**

### **F52/19 To review and agree the works for Enniscaven Notice Board**

The clerk advised that the insurance company have confirmed that the Parish Council can go ahead with the alternative work as long as the costs are less than the approved works.

**Cllr Lodomez declared an interest** a family member works at one of the business from which a quote was obtained and was advised to leave the room.

**Resolved –** To purchase the wood from Timber Store. Proposed by Cllr Clarke, seconded by Cllr Mr N Edmunds all in favour.

**Cllr Lodomez was invited to re-join the meeting.**

The notice board quotations were tabled. It was **Resolved –** To purchase the notice board from Earth Anchors. Proposed by Cllr Mr N Edmunds seconded by Cllr Howard all in favour.

**F53/19 To agree the revised financial Regulations**

The clerk informed advice received from CALC recommending against the inclusion of section 5.1.

It was **Resolved** – To remove this section and put forward a recommendation to full council to adopt. Proposed by Cllr Clarke, seconded by Cllr Mr N Edmunds all in favour.

**F54/19 To discuss and agree the additional costs for accessibility compliance testing for the website.**

The clerk informed of changes to the Website Accessibility Regulations and an email received our website provider offering their services to ensure that we are compliant. This was discussed at length. It was agreed not to use the services of the provider. **Action** – Clerk to investigate and follow the information from CALC to see if our website is compliant, findings to be reported back to Full Council.

**F55/19 To review External Contracts.**

Landscape and Maintenance – **Resolved** to review this contract in the new year.

Sexton Services – **Resolved** to continue with Duchy Cemetery's

Cleaning Services – **Action** – Clerk to obtain a quotation for services covering seven days a week from current contractor.

Waste – **Cllr Harwood declared an interest** as employed by our current contractor and was advised to leave the room. It Was **Resolved** to review this contract in the new year.

**Cllr Harwood was invited to re-join the meeting.**

**F56/19 To review the Lone Working Policy**

**Resolved** – To accept the amendments and recommendation for Full Council to adopt.

Proposed by Cllr Howard, seconded by Cllr Mr N Edmunds all in favour.

**F57/19 To review the Working from Home Policy.**

**Action** – Clerk to amend the document to reflect alterations made and recommendation for Full Council to adopt. Proposed by Cllr Clarke seconded by Cllr Mr N Edmunds all in favour.

There being no other business within this section of the Chairman closed this meeting at 20.50 pm.

*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'*

**F58/19 Staffing Committee Meeting.**

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

Chairman of Finance, Staffing, GP and Audit Committee