

ST DENNIS PARISH COUNCIL

Minutes of the Finance, Staffing, General Purposes and Audit Meeting held on Wednesday the 29th June 2022 at 7.00pm at Claytawc, Fore Street, St Dennis.

Present: Cllr Clarke, Cllr Mrs T Edmunds, Cllr Kelsey, Cllr Lodomez, Cllr Burnett, Cllr Taylor.

In Attendance: Lynn Clarke, Parish Clerk.

F1/22 Election of Chair

Cllr Burnet was nominated, there being no other nominations a vote was held. All present in favour. Cllr Burnett was duly elected Chair for the General Purpose, Finance, and Audit Committee.

F2/22 Election of Vice Chair

Cllr Mrs T Edmunds was nominated, there being no further nominations a vote was held. All present in favour. Cllr Mrs T Edmunds was duly elected Vice Chair of the General Purpose, Finance Staffing & Audit Committee.

F3/22 Apologies.

Cllr Harwood, Cllr Mr N Edmunds. Apologies accepted.

F4/22 Declarations of Interest.

None

F5/22 Public Participation.

No members of the public present.

F6/22 To adopt the Minutes of the Finance, Staffing, General Purposes and Audit Committee held on the 3rd March 2022.

Deferred – The Clerk informed of that the date on the agenda is incorrect.

It was noted that the minutes were accurate, and recommendations put forward to approve at the next Committee meeting. [Meeting Minutes](#)

F7/22 Matters arising.

Standing Orders have been amended to update the procurement section and approved.

Committee Terms of Reference have been updated and are on the website.

Quotation and Tenders Policy has not been started.

CILCA Training has been booked.

Staff Appraisal has been undertaken.

F8/22 To Consider the findings of the Internal Auditor and actions to be addressed.

Resolved – To accept the internal Auditors Report. All present in favour. [Internal Audit Report 2022](#)

F9/22 To approve the Annual Governance Statements for 2021-2022.

It was **Resolved** to answer yes to the questions within the Annual Governance Statement.

All present in favour.

F10/22 To approve the Accounting Statements for 2021-2022

It was **Resolved** to agree the Accounting Statement. All present in favour.

[Annual Governance & Accountability Return 2021 - 2022](#)

F11/22 To Approve the Asset Register for 2021-2022

Resolved – To approve the Asset Register as emailed. All present in favour. [Asset Register 21-22](#)

F12/22 To agree the Financial Risk Assessment.

The Financial risk assessment was reviewed. It was **Resolved** to agree the document with no amendments. All present in favour. [Financial Risk Assessment](#)

F13/22 To approve two Councillors to carry on the internal Audits for 2022-2023.

Resolved – Cllr Taylor and Cllr Kelsey to undertake quarterly internal Audits. All present in favour.

F14/22 To agree for an interim audit to be carried out by Ruth Thomas in October.

Resolved – To approve an interim audit. All present in favour.

F15/22 To review Parish Council Signatories.

Resolved – To increase the amount of Cllr signatories to 5 and to increase the online Cllr signatories to 3. All present in favour.

F16/22 To review the number of Staffing Committee Members.

Resolved – To recommend to Full Council to increase the members of the staffing Committee to 5. All present in favour.

F17/22 To retrospectively agree St Dennis Carnival Committee use of the Playing Field during Carnival Week.

Resolved – To allow use providing copies of the Carnival Committees insurance documents are in order. To request that the Carnival Committee give more notice for use of the field in the future. All present 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'.

Cllr Burnett reminded that before we start this section of the meeting, she is required to remind you all that this is a confidential meeting and is not to be discussed with anyone out of this meeting.

F18/22 Confidential.

None

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 19.31 pm.