

## ST DENNIS PARISH COUNCIL

### MINUTES OF THE FINANCE, STAFFING, GENERAL PURPOSES AND AUDIT, MEETING HELD ON THE 29<sup>th</sup> MAY 2018 AT 7.30PM IN THE CLAYTAWC CENTRE

**Present:** Cllr Mrs Clarke (Chair), Cllr Panks, Cllr Mrs K Taylor, Cllr Ms S Kelsey

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

**F1/18 Apologies**

Cllr Snell, Cllr Edmunds Apologies accepted proposed by Cllr Mrs K Taylor seconded by Cllr Ms S Kelsey all in favour. Cllr Cotton Absent

**F2/18 Declarations of Interest**

None Declared

**F3/18 Public Participation**

No members of the public present

**F4/18 To adopt the Minutes of the Finance, Staffing, General Purposes and Audit Committee held on the 16<sup>th</sup> March 2018.**

The minutes were accepted – **Proposed** by Cllr Mrs K Taylor, seconded by Cllr Ms S Kelsey all in favour.

**F5/18 Matters arising.**

No matters arising

**F6/18 To approve the Annual Governance Statement.**

**Resolved** – Recommendation for full Council to accept.

**F7/18 To approve the Accounting Statements 2017/18**

**Resolved** – Recommendation for full Council to accept.

**F8/18 To approve the asset register.**

**Resolved** – To accept the asset register with the exception of the contents of the Playing Field Shed and the Cemetery Shed which need reviewing in more detail. Proposed by Cllr Mrs K Taylor seconded by Cllr Ms S Kelsey all in favour.

**F9/18 To agree insurance renewal as recommended by Came & Company.**

**Resolved** – To renew for a period on one year at a cost of £1413.91 proposed by Cllr Mrs J Clarke seconded by Cllr Ms S Kelsey all in favour

**F10/18 – To discuss GDPR actions required as advised by the clerk.**

**Resolved** – Privacy notices and policies to be agreed via email where possible. Cllrs to be kept updated via email on the process steps and recommendations.

**F11/18 To agree which banks to use for new accounts.**

**Resolved** – Ear marked reserves to be transferred to TSB, open three accounts with Nat West for Education Grant Funding Playing Field Trust and General Fund Reserves, Clerk to

liaise with signatories to open the accounts. Proposed by Cllr Mrs K Taylor, seconded by Cllr Mrs J Clarke recommend for full council to accept.

*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'*

**F12/18 Confidential minuted separately**

**Staffing – Resolved**

There being no other business the Chairman closed the meeting at 21.05pm.

Signed.....

Chairman of Finance, Staffing, GP and Audit Committee

Date.....

DRAFT