

## ST DENNIS PARISH COUNCIL

Minutes of the Finance, Staffing, General Purposes and Audit Meeting held on Thursday 3<sup>rd</sup> March 2022 at 7.15pm at Claytawc, Fore Street, St Dennis.

**Present:** Cllr Clarke (Chairman), Cllr Mrs T Edmunds, Cllr Kelsey, Cllr Lodomez, Cllr Burnett.

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

**F31/21 Apologies.**

Cllr Harwood, Cllr Mr N Edmunds. Apologies accepted. Cllr Taylor absent.

**F32/21 Declarations of Interest.**

None

**F33/21 Public Participation.**

No members of the public present.

**F34/21 To adopt the Minutes of the Finance, Staffing, General Purposes and Audit Committee held on the 15<sup>th</sup> July 2021 and the notes from the consultation meeting on the 2<sup>nd</sup> December 2021.**

**Resolved** – To accept the minutes of the 15<sup>th</sup> July. All present in favour.

**Resolved** – To approve the notes from the consultation meeting on the 2<sup>nd</sup> December. Cllr Burnett and Cllr Kelsey abstained as not present at the meeting. All others present in favour.

**F35/21 Matters arising.**

None.

**F36/21 To agree the Local Maintenance Partnership for footpath cutting 2022-2023**

**Resolved** – To agree the LMP with Cornwall Council for 2021-2022. All present in favour.

**F37/21 To agree the Parish Council Staff cutting the footpaths for 2022-2023.**

It was **Resolved** to agree Parish Council Staff cutting the footpaths to be reviewed after the first cut. All present in favour.

**F38/21 To review the Parish Council Standing Orders.**

Following anomalies highlighted by a new Cllr, the Clerk has reviewed the Standing Orders and amended some of the anomalies and typos highlighted. The Clerk informed that it had been raised by Cllr Dowd that the Standing Orders contained outdated references to Cllrs, for example referencing the Chairman and using his/her rather than they or their.

The Clerk informed that these references are closest to the legislation to which the Standing Orders are under pinned. The Clerk put forward that these references could be changed to reflect a more neutral personage at the discretion of individual Councils. This was discussed at length, and it was **Resolved** to keep the text in the same format as originally issued within the template, and to ask Cllr Taylor to review for grammar and typo's that were noticed within the document. Once complete the Standing Orders will be circulated to Cllrs for approval via email. All present in favour.

**F39/21 To review the Committees Terms of Reference.**

Cemetery Committee – Two grammatical errors were highlighted for correction, one sentence to be removed.

Finance, Staffing, General Purpose & Audit Committee.

Education Bursary Committee – Amend to read St Stephen in Brannel.

Planning Committee – Amendment to include the option to support planning applications and reduce quorum to 3 in line with Standing Orders.

Neighbourhood Plan Working Party – Original adoption date & min ref to be added.

Staffing Committee – Remove duplicated sentence.

Playing Field Committee – Correct spelling of first.

With the above amendments made it was **Resolved** to recommend acceptance of the Terms of Reference to Full Council for adoption. All present in favour.

**F40/21 To discuss and agree further control measures for the authorisation of work/spending.**

The Clerk presented recommendations to members for consideration following an order for work that had not been properly approved and was subsequently sub-contracted by the contractor.

Recommendations put forward:

- All quotes must be received to the official office email addresses.
- All routine work to be authorised by the office and to be accompanied with an official order number.
- If required, Cllrs to request updates on status of orders from the office. Any queries raised on the status of orders to be raised at the next appropriate meeting of the Council.
- Quotation and Tenders' policy to be drawn up for perspective contractors, outlining the process and requirements for undertaking Parish Council work.

It was **Resolved** to accept the recommendations as outlined. All present in favour.

**F41/21 To review the internal Control Checks undertaken by the Parish Council.**

**Resolved** – Not to make any amendments to the Internal Control Check form. Completed forms to be presented to at the next meeting of the General Purpose, Finance, Staffing and Audit Committee. All present in favour.

**F42/21 To discuss and agree the third quarter figures.**

The Clerk informed that these have not yet been undertaken. Item deferred.

**F43/21 To review staff working hours.**

It was highlighted to the Committee that following recent time off and working to contracted hours, current contracted hours are not sufficient to undertake the tasks required for the role. The Committee were informed that there is a backlog of work to be cleared and additional routine work that is required over the next few months.

It was **Resolved** for the Clerk to work additional hours submitting a weekly timesheet to the Staffing Committee. Hours can be monitored and approved retrospectively. A review of the hours worked to be undertaken and assessed by the Staffing Committee to ascertain changes to the contract that maybe required.

**F44/21 To agree additional hours for the clearance behind the Playing Field Fence.**

**Resolved** – for the Clerk to monitor additional hours and for the Staffing Committee to approve hours required via email. 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 Clarke 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.

**F45/21 Confidential.**

As the Staffing Committee were not quorate, time limited decisions and recommendations were put before the General-Purpose Committee for consideration, other items within the General Purpose, Finance, Staffing and Audit Committee agenda were deferred.

- Date set for the Clerks Appraisal - Set.
- CILCA Training costs - Approved.
- Review of extended probation period – Meeting to be arranged.
- Review and update of the absence management policy and the Working from home policy. - To be updated and agreed via email.

**Resolved –** To accept decisions outlined above. All present in favour.

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 21.00 pm.