

ST DENNIS PARISH COUNCIL

MINUTES OF THE FINANCE, STAFFING, GENERAL PURPOSES AND AUDIT, MEETING HELD ON THE 3rd October 2018 AT 7.30PM IN THE CLAYTAWC CENTRE

Present: Cllr Mrs Clarke (Chair), Cllr Mrs K Taylor, Cllr Ms S Kelsey, Cllr Snell, Cllr Mr N Edmunds, Cllr Bates

In Attendance: Lynn Clarke, Parish Clerk

F13/18 Apologies

Cllr Panks Apologies accepted, Cllr Cotton Absent

F14/18 Declarations of Interest

None Declared

F15/18 Public Participation

No members of the public present

F16/18 To adopt the Minutes of the Finance, Staffing, General Purposes and Audit Committee held on the 29th May 2018.

The minutes were accepted – **Proposed** by Cllr Mrs K Taylor, seconded by Cllr Ms S Kelsey all in favour. Cllr Snell, Cllr Mr N Edmunds & Cllr Bates abstained as not present at the meeting.

F17/18 Matters arising.

Provision of new grit bin to be placed on the next agenda.

F18/18 To agree the quotations for the refurbishment of one of the public toilets

Resolved – To accept the revised quotation from Wall gate and to accept the quotation from W. F Collings for the building works. Clerk to obtain quotations for disabled rails and new baby change unit to be put before full council.

F19/18 To approve the policies as listed below

- **Working from home policy**
- **Training policy**
- **Risk management policy**
- **Risk assessment & financial risk assessment**
- **Winter maintenance plan**

Resolved – with the exception of the winter maintenance plan to accept the above policies proposed by Cllr Mrs K Taylor seconded by Cllr Ms S Kelsey all in favour

F20/18 To approve the amendment to the financial regulations

Resolved – To approve the amendment relating to the use of a debit card proposed by Cllr Snell seconded by Cllr Bates all in favour.

F21/18 to approve the use of the debit card to withdraw approved amounts of petty cash.

Resolved – To approve proposed by Cllr Bates seconded by Cllr Mr N Edmunds all in favour.

F22/18 To approve the amendment to the standing orders to include a section covering the General Data Protection Regulations.

Resolved – To approve proposed by Cllr Snell seconded by Cllr Bates all in favour.

F23/18 – To agree the General Data Protection Regulation Policies and Privacy notices as listed below.

- **Privacy Policy** – Policy B Accepted, proposed by Cllr Ms S Kelsey seconded by Cllr Snell All in favour
- **General Privacy Notice** – Accepted, proposed by Cllr Snell seconded by Cllr Mr N Edmunds all in favour
- **Cllrs & Staff Privacy Policy** – Accepted, proposed by Cllr Mrs K Taylor seconded by Cllr Snell all in favour
- **Consent Forms** – Accepted, proposed by Cllr Mrs J Clarke seconded by Cllr Mr N Edmunds all in favour.
- **Data Breach & Policy Forms** – Accepted, proposed by Cllr Snell seconded by Cllr Edmunds all in favour.

F24/18 To receive an update on the opening of the new bank accounts.

The clerk informed that TSB are not taking on new customers at this moment so this is on hold and that information is required from all signatories to enable the opening of the new accounts with Nat West. **Action** – Clerk will forward the email to signatories for information required.

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'

F25/18 Confidential minuted separately

Staffing

Pay review – Resolved for 2019 - 2020

Staff Hours - Resolved

There being no other business the Chairman closed the meeting at 20.45pm.

Signed.....

Chairman of Finance, Staffing, GP and Audit Committee

Date.....