

ST DENNIS PARISH COUNCIL

Minutes of the Finance, Staffing, General Purposes and Audit Meeting held on Tuesday the 8th December 2020 at 7.00pm online

Present: Cllr Clarke (Chair), Cllr Mrs T Edmunds, Cllr Kelsey, Cllr Taylor, Cllr Howard, Cllr Harwood.

In Attendance: Lynn Clarke, Parish Clerk.

F36/20 Apologies.

Cllr Lodomez and Cllr Mr N Edmunds. Apologies accepted.

F37/20 Declarations of Interest.

None Declared. The Chairman reminded all present that if any matter arises during the meeting advice must be sought from the clerk and the Chair before continuing.

F38/20 Public Participation.

No members of the public present.

Cllr Howard arrived.

F39/20 To adopt the Minutes of the Finance, Staffing, General Purposes and Audit Committee held on the 11th November 2020.

Resolved – To accept the minutes proposed by Cllr Taylor, seconded by Cllr Mrs T Edmunds. Cllr Harwood abstained as not present at the meeting. All others in favour.

F40/20 Matters arising.

Complaint letter drafted postal address requested from complainant not yet received. **Action** – Clerk to forward letter via email.

F41/20 To discuss and agree the findings of the external Auditor.

The clerk read the external auditors report to the Committee.

Resolved – To accept the external auditors report. No actions required. Proposed by Cllr Clarke seconded by Cllr Kelsey all in favour.

F42/20 To agree the new internal Auditor for 2020-2021.

Cllr Mrs T Edmunds proposed that we accept Ruth Thomas as our new internal Auditor, seconded by Cllr Harwood. Cllr Howard amended this proposal adding that we accept once references have been obtained seconded by Cllr Clarke all in favour.

Action – Clerk to obtain references and circulate to all Cllrs.

F43/20 To agree the budget for 2021-2022

The clerk put forward options to amend the budget and it was resolved to increase the wages expense by £500, increase the predicted Cemetery income by £1000. With these amendments it was **Resolved** – To accept the budget. Proposed by Cllr Taylor, seconded by Cllr Mrs T Edmunds all in favour.

F44/20 To agree the precept for 2021-2022.

Resolved – To increase the precept by 3% to £111.137. Proposed by Cllr Taylor seconded by Cllr Mrs T Edmunds all in favour.

F45/20 To review and agree the regular payments list for 2021 – 2022

Resolved – To approve the payment list. Proposed by Cllr Mrs T Edmunds seconded by Cllr Taylor all in favour.

F46/20 To discuss and agree the landscaping contract allocation.

Resolved – To use three separate contractors for the work. Proposed by Cllr Taylor seconded by Cllr Mrs T Edmunds. Cllr Clarke voted against this decision. All others in favour. Motion carried by 4 votes to 1 in favour.

F47/20 To agree the draft landscaping contract

Resolved – To accept the contract with the addition of the amendments highlighted. Proposed by Cllr Taylor seconded by Cllr Kelsey all in favour.

Cllr Mrs T Edmunds left the meeting.

F48/20 To agree the quotations for the tree work identified within the recent tree survey.

Cllr Clarke proposed that the clerk email the preferred contractor and confirm that the price covers all the work highlighted within the survey. If the contractor does not amend the price accept the quotation. If the contractor does amend the price a decision will be made via email on this item. Seconded by Cllr Taylor all in favour.

F50/20 To review and agree the purchase of chainsaw protective equipment.

Resolved- to approve the purchase from Screwfix. Proposed by Cllr Clarke, seconded by Cllr Taylor all in favour.

F51/20 To agree the Training Statement

Training Statement reviewed and accepted. Proposed by Cllr Taylor seconded by Cllr Clarke all in favour.

F52/20 To agree the Dignity at Work Policy.

It was **Resolved** to accept this as a statement not a policy, with the amendments highlighted. Proposed by Cllr Taylor seconded by Cllr Kelsey all in favour.

F53/20 To agree the time off in Lieu Policy.

Deferred – Clerk to email policy and template to Cllr Taylor to review.

F52/20 To discuss options for website hosting and maintenance.

The clerk informed of problems with resolving current issues of accessibility and a lack of response from the current hosts to rectify these issues.

Action – Clerk to obtain quotations from other website service providers and if required costings for a new website.

F54/20 To discuss and agree the Microsoft License Fees.

Resolved - to purchase two licenses. Proposed by Cllr Howard seconded by Cllr Taylor all in favour.

F55/20 To approve the revised quotes for the groundwork required for the CCTV installation.

Deferred – Quotations not received.

F56/20 To discuss the 2021 Census email.

Resolved – To support with the advertisement of the 2021 Census. Proposed by Cllr Howard, seconded by Cllr Clarke all 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'

F57/20 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
20.50 pm.