



9th July 2021

To all Members of Council

Dear Councillors,

You are hereby summoned to attend a **Finance, General Purposes and Audit Committee Meeting** to be held at **the ClayTAWC Centre on Thursday 15th July 2021**, to be held at **7.30pm following on from a Cemetery Meeting**, for the purpose of transacting the following business.

Yours faithfully

Lynn Clarke

Lynn Clarke
Clerk/RFO

Members of the public are most welcome to attend all Council meetings.

AGENDA

1. Apologies

To receive and approve apologies

2. Declarations of Interest

- a) To receive disclosures of Pecuniary Interests;*
- b) To receive disclosure of Non-Registerable Pecuniary Interests;*
- c) To disclose the receipt of hospitality or gifts over the value of £10 and*
- d) To receive written requests for dispensations on items to be discussed at the meeting.*

N.B: *If you become aware during the course of the meeting, of an interest that has not been disclosed you must immediately disclose it and request dispensation if necessary.*

3. Public Participation

Standing Order 3f - Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda Standing Order 3g - The designated time will be 15 minutes and no longer than 5 minutes per person. This time may be extended at the discretion of the Chairman.

4. To adopt the Minutes of the Finance, General Purposes and Audit Committee held on the 26th January 2021 and the 16th June 2021.

5. Matters arising
6. To discuss and agree raising the petty cash float for the purchase of smaller items.
7. To review the St Dennis Parish Councils' Financial Regulations.
8. To agree the and the amended risk assessment and temporary working patterns due to Covid-19 as put forward by the staffing Committee.
9. To agree the recommendation from the consultation meeting for the Vexatious Complaints Policy.
10. To agree the recommendation from the consultation meeting for the Reporting Procedures.
11. To discuss and agree the website provider for the Parish Council Website.
12. To discuss and agree the quotations for the repair of the telephone box.
13. To discuss and agree the increase in tariffs from Barclays Bank.
14. To discuss and agree the replacement of the reception desk and the possible disposal of the existing desk.
15. To agree the disposal of the old office printer.
16. To consider a grant application received.
17. To approve the transfer of half of the Playing Field budget to the Playing Field bank account.
18. To agree the revised budget figures for staff costs.
19. To agree the Terms of Reference of the Staffing Committee

Standing Order 3e

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'

20. Confidential

To approve the recommendations of the staffing committee consultation.

- Recommendations made following the review of the external job evaluation for the role of Clerk.
- Review of staff hours.
- Discretionary hours
- Review of general processes
- Monthly management report

Any other urgent and relevant confidential item, for information, that the Chairman considers appropriate.

This meeting has been advertised as a public meeting and as such could be filmed or recorded.

Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, the Council cannot guarantee this, especially if you are speaking or taking an active role.