

ST DENNIS PARISH COUNCIL

Minutes of the Finance, General Purposes and Audit Meeting held on Wednesday the 14th June 2023 at 7.00pm at Claytawc, Fore Street, St Dennis.

Present: Cllr Burnett, Cllr Mrs T Edmunds, Cllr Kelsey, Cllr Clarke, Cllr Taylor.

In Attendance: Lynn Clarke, Parish Clerk.

F1/23 Election of Chair

Cllr Burnett was proposed and seconded for the position of Chair; Cllr Edmunds was nominated but declined the nomination. There being no further nominations this was put to a vote. All Present in favour.

Cllr Burnett was duly elected Chair of the General Purposes and Audit Committee.

F2/23 Election of Vice Chair.

Cllr Edmunds was proposed and seconded for the position of Vice Chair. There being no further nominations this was put to a vote. All present in favour.

Cllr Edmunds was duly elected Vice Chair of the General Purposes and Audit Committee.

F3/23 Apologies.

Cllr Harwood. Apologies accepted.

F4/23 Declarations of Interest.

None

F5/23 Public Participation.

No members of the public present.

F6/23 To adopt the Minutes of the Finance, Staffing, General Purposes and Audit Committee held on the [22nd March 2023](#).

Resolved – To adopt the minutes of the 22nd March 2023. All present in favour.

F7/23 Matters arising.

Quotations and Tenders Policy is on the Website.

Electrical testing for the Public Toilets has been undertaken.

Ear Marked Reserves have been amended.

Electric Contracts are being reviewed.

Broadcasting and use of social media at Meetings Policy has been amended and updated on the website.

Travel Expenses Policy has been amended and updated on the website.

F8/23 To approve the [asset register for 2022-2023](#).

It was highlighted that there were several spelling errors in the document. The document layout and its contents were discussed at length. The Clerk informed that the asset register is due to be transferred to Scribe during 2023 – 2024 which will hopefully simplify the system.

Resolved – To approve the Asset Register. All present in favour.

F9/23 To agree the [Financial Risk Assessment](#).

The Electronic Records section was amended to reflect the use of SharePoint for storage of records and the automatic backing up of the system through contracted IT support.

With these amendments in place, it was **Resolved** to adopt the amended Financial Risk Assessment. All present in favour.

F10/23 To appoint two Cllrs to carry out internal Audits.

It was **Resolved** for Cllr Kelsey and Cllr Taylor to undertake internal audits. All present in favour.

F11/23 To agree an interim audit to be undertaken by Ruth Thomas in October

It was **Resolved** to agree the interim Audit. All present in favour.

F12/23 To review Parish Council bank signatories.

The Clerk informed that there are currently four Cllrs and 1 member of staff as signatories. It was **agreed** to keep signatories to this level.

F13/23 To discuss how the Funding from the Playing Field Trust will be managed.

The Clerk informed that the figures from the Playing Field Trust have to be separated out from the Parish Council Figures for the Audit. A way of managing the costs associated with the Trust needs to be put in place to make this task easier in the future. This was discussed at length.

It was **Resolved** to transfer the budget for the playing field into the Playing Field Trust account in six monthly intervals. The Parish Council will continue pay all associated costs and re-charge the Playing Field Trust at regular intervals throughout the year. All present in favour.

F14/23 To receive an update on the new bank account.

The Committee were informed that the application has been submitted. The documents required by Unity Trust to verify the Parish Council existence are being collated. Signatories were asked to sign the bank form for submission.

It was **Resolved** – to delegate to the Clerk the authority to transfer £500 to open the account when required. All present in favour.

F15/23 To discuss the grass cutting contract for the Playing Field and to consider advertising the Grass cutting Tender in October 2023.

The Committee were informed that A1 had stepped in to cover the grass cutting since the contractor pulled out. The Contract is due for renewal in October this year.

It was **Resolved** – To continue to use A1 for the interim period for the Playing Field grass cutting to keep this contract in line with all grass cutting contracts. 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 Burnett informed 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.

F16/23 Confidential.

None

Signed.....Date.....

Chairman of Finance, Staffing, GP and Audit Committee.

There being no other business the Chair closed this meeting at 20.15 pm.