

## ST DENNIS PARISH COUNCIL

Minutes of the Finance, Staffing, General Purposes and Audit Meeting held on Thursday 15<sup>th</sup> July 2021 at 8.00pm at Claytawc, Fore Street, St Dennis.

**Present:** Cllr Clarke, Cllr Mr N Edmunds, Cllr Mrs T Edmunds, Cllr Taylor, Cllr Kelsey, Cllr Lodomez, Cllr Burnett.

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

**F16/21 Apologies.**  
Cllr Harwood.

**F17/21 Declarations of Interest.**

Cllr Mrs T Edmunds declared an interest in item 16 on the agenda and was advised to leave the room whilst this item is being considered. The Chair reminded all present that if any further matter arises during the meeting advice must be sought from the clerk and the Chair before continuing.

**F18/21 Public Participation.**

No members of the public present.

**F19/21 To adopt the Minutes of the Finance, Staffing, General Purposes and Audit Committee held on the 28<sup>th</sup> January 2021 and the 16<sup>th</sup> June 2021.**

**Resolved –** To accept the minutes of the 28<sup>th</sup> January, proposed by Cllr Taylor, seconded by Cllr Kelsey. Cllr Burnett abstained as not present at the Meeting. All others present in favour

**Resolved –** To approve the minutes for the 16<sup>th</sup> June. Proposed by Cllr Taylor seconded by Cllr Kelsey, all in favour. Cllr Lodomez abstained as not present at the meeting.

**F20/21 Matters arising.**  
None.

**F21/21 To agree an increase in the petty cash float held by the office for the purchase of smaller items.**

**Resolved –** To increase the petty cash level from £50 to £100 and for the use of the card for such purposes to be authorised for specified time period by resolution of the Council in exceptional circumstances and for this to be added to the Financial Regulations. Proposed by Cllr Clarke seconded by Cllr Burnett, all in favour.

**F22/21 To review St Dennis Parish Council Financial Regulations.**

These were reviewed and it was **Resolved** to increase the delegated committee limit to above £1000. To delegate to the Clerk in conjunction with the Chairman of the council or Chairman of the appropriate committee limit to £1000. To remove the wording 'to be taken from the appropriate approved list' from section 11.1 d). Proposed by Cllr Clarke, seconded by Cllr Mr N Edmunds all in favour.

**F23/21 To agree the amended risk assessment and temporary working patterns due to the current local covid-19 levels as put forward by the Staffing Committee.**

It was explained to those present that the office staff are currently working every other week in the office and one week from home. This is being reviewed fortnightly by the Staffing

Committee. When it is felt safe to do so a pattern of working that limits time both staff are in the office was put forward for approval.

**Resolved** – To agree the risk assessment and the Staffing Committees recommendations. Proposed by Cllr Mrs T Edmunds seconded by Cllr Taylor all in Favour.

**F24/21 To agree the recommendation from the consultation meeting for approval the Vexatious Complaints Policy.**

**Resolved** – To the Vexatious Complaints Policy. Proposed by Cllr Mr N Edmunds, seconded by Cllr Taylor all in favour.

**F25/21 To agree the recommendation of the consultation meeting for the approval of the Reporting Procedures.**

**Resolved** - To approve the Reporting Procedures. Proposed by Cllr Mr N Edmunds, Seconded by Cllr Kelsey, all in favour.

**F26/21 To discuss and agree the website provider for the Parish Council Website.**

**Resolved** – To accept the quotation from My Parish Council for a basic package and to include the planning feature at an additional cost of £2 per month. Proposed by Cllr Mr N Edmunds seconded by Cllr Lodomez, all in favour.

**F26/21 To discuss and agree the quotations for the repair of the telephone box.**

This was discussed at length. It was agreed the Probation Service option be investigated to see if this is a project that they will undertake. If this is unsuccessful, up to date quotations are to be obtained from the painters and decorators. Requesting the quotations should include a price for a single glass / Perspex pane to be replaced. This can then be multiplied to the amount required for the work.

**F28/21 To discuss and agree the increase in tariffs from Barclays Bank.**

**Resolved** – To agree the increase in tariffs. Proposed by Cllr Mr N Edmunds, seconded by Cllr Burnett, all in favour.

**F29/21 To discuss and agree the replacement of the reception desk in the office and the possible disposal of the existing desk.**

**Resolved** – for the Clerk to email a photograph of the proposed desk and a decision to be made via email. Proposed by Cllr Mr N Edmunds, seconded by Cllr Burnett, all in favour.

**F30/21 To agree the disposal of the old office printer.**

**Resolved** – for the Clerk to have the printer for use at home or to dispose of the printer to the dump if new parts are not viable. Proposed by Cllr Clarke seconded by Cllr Taylor, all in favour.

Cllr Mrs T Edmunds was advised to leave the room during the discussion of the next item.

**F31/21 To consider a grant application received.**

**Resolved** – To donate £100 to the crowd funder page for books for the early years building in St Dennis. Applicant will be requested to provide a statement of how the funding has been spent within 12 months of the payment being made. Clerk to investigate how payment can be made, card use approved if alternative method is not available. Proposed Cllr Jones, seconded by Cllr Clarke, all in favour.

Cllr Mrs T Edmunds returned to the room.

**F32/21 To approve the transfer of half of the Playing Field Budget to the Playing Field Account.**

**Resolved** – To transfer £5420 to the Playing Field Account. Proposed by Cllr Mr N Edmunds, seconded by Cllr Clarke, all in favour.

**F33/21 To agree the revised budget figure for staff costs.**

**Resolved** – To increase the budget for all staff costs to £53500. Proposed by Cllr Mr N Edmunds, seconded by Cllr Lodomez, all in favour.

**F34/21 To agree the Terms of Reference for the Staffing Committee.**

**Resolved** – To approve the terms of reference and to agree the limit of 4 Councillors for this Committee. Proposed by Cllr Taylor, seconded by Cllr Lodomez, 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.*

Cllr Clarke reminded that before we start this section of the meeting, I am required to remind you all that this is a confidential meeting and is not to be discussed with anyone out of this meeting.

**F15/21 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 were verbally put forward.
- Increase in working hours for the office staff.
- Discretionary hours agreed.
- Review of general processes.
- Monthly management report to be provided by the Clerk for the Staffing Committee.

**Resolved** – To approve the recommendations of the Staffing Committee. Proposed by Cllr Mrs T Edmunds seconded by Cllr Kelsey, all 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.