

ST DENNIS PARISH COUNCIL

Minutes of the Finance, General Purposes and Audit Meeting held on Wednesday the 26th June, 7.00 pm at Claytawc, Fore Street, St Dennis.

Present: Cllr Burnett, Cllr Edmunds, Cllr Clarke, Cllr Kelsey.

In Attendance: Lynn Clarke, Parish Clerk.

F1/25 Election of Chair.

Cllr Burnett was nominated and seconded for the position of Chair. There being no further nominations a vote was held. All present in favour.

Cllr Burnett was duly elected Chair of the General Purpose, Finance and Audit Committee.

F2/25 Election of Vice Chair.

Cllr Edmunds was nominated and seconded for the position of Vice Chair. There being no further nominations a vote was held. All Present in favour.

Cllr Edmunds was duly elected Vice Chair of the General Purpose, Finance and Audit Committee.

F3/25 Apologies.

None

F4/25 Declarations of Interest.

None.

F5/25 Public Participation.

No members of the public present.

F6/25 To adopt the minutes of the Finance, General Purposes and Audit Committee held on the [27th November 2024](#).

Resolved – To adopt the minutes as presented. All present in favour.

F7/25 Matters arising.

The regular payments list has been added to the website.

The budget for 2025-26 has been submitted and a copy added to the website.

A copy of the second quarter figures has been added to the website.

A list of approved contractors has been added to the website.

The internal auditor has been notified of the decision to appoint them for 2025-26 audit.

F8/25 To review the financial risk assessment and agree any amendments.

The document was reviewed and section relating to salaries and associated costs was amended to read HMRC payments are submitted monthly not annually.

With this amendment it was **Resolved** to approve the document. Proposed seconded all in favour.

A copy of the Financial Risk Assessment can be found [here](#).

F9/25 To appoint members to undertake internal audits

It was **Resolved** to appoint Cllr Kelsey to undertake internal audits. Proposed seconded all present in favour.

F10/25 To review the asset register as at the 31st March 2025.

It was **Resolved** to approve the register. Proposed seconded all present in favour.

A copy of the asset register can be found here: [Asset Register](#)

F11/25 To review the Council’s policies and practices in respect of its obligations under Freedom of Information and Data Protection Legislation.

With two typos corrected and the website/email address changed to gov.uk within the documents, It was **Resolved** to accept the policies and practices as outlined in the documents presented. Proposed seconded all in favour.

A copy of the documents can be found here: [General Privacy Notice](#), [Privacy Policy](#), [Policy for Handling Requests for Information](#), [Privacy Policy Staff & Role Holders](#), [Freedom of Information Publication Scheme](#).

F12/25 To review the Parish Council Reserves Policy.

It was **Resolved** to make no amendments to the policy. Proposed, seconded, all present in favour.

A copy it the policy can be found here: [Reserves Policy](#).

F13/25 To discuss and agree the costs and electricity provider for the public toilets.

It was **Resolved** to approve a one-year contract with Smartest Energy for the facilities. Proposed, seconded 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’.

F30/24 Confidential.

None

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

Chair of Finance, Staffing, GP and Audit Committee.

There being no other business the Chair closed this meeting at 19.20.