

ST DENNIS PARISH COUNCIL

Minutes of the Finance, General Purposes and Audit Meeting held on Wednesday the 2nd December, 6.30 pm at Claytawc, Fore Street, St Dennis.

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

In Attendance: Lynn Clarke, Parish Clerk, Cornwall Councillor Cole (CC Cole).

F25/25 Apologies.

None

F26/25 Declarations of Interest.

None.

F27/25 Public Participation.

No members of the public present.

F28/25 To adopt the minutes of the Finance, General Purposes and Audit Committee held on the [7th October 2025](#).

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

F29/25 Matters arising.

- The regular payment list has been updated and a copy placed on the website.
- The list of approved contractors has been updated and a copy placed on the website.
- The internal auditor has been notified of the decision to appoint them for the 2025-2026 Audit.

F30/25 To review the proposed budget for 2026-2027.

The proposed budget was reviewed. It was **Resolved** to recommend acceptance to full council. Proposed seconded all present in favour. A copy of the budget figures can be found here: [Budget](#); [Ear marked reserves](#); [budget summary](#).

F31/25 To agree the precept percentage increase for recommendation to full council.

It was discussed at length, and it was **Resolved** to increase the precept by 9% to cover additional hours for staff and new responsibilities and projects identified for the Parish Council in 2026-2026 and to alleviate the risk of a higher increase in 2027-2028. Proposed, seconded, all present in favour.

A copy of the calculations can be found [here](#).

F32/25 To retrospectively approve the signing of the Land Registry Transfer Document for Hall Road Play Area.

It was **Resolved** to agree the signing of the document. Proposed, seconded all present in favour.

F33/25 To consider options to make the public toilets more accessible for wheelchair users.

It was reported that the door facing the road is stiff and difficult to open whilst manoeuvring in a wheelchair, the door to the other toilet opens the wrong way to allow access to anybody in a wheelchair.

It was **agreed** to obtain quotations to have the door changed to open in the opposite direction. It was noted that the closing mechanism had recently been replaced on the other door which may have solved the problem. Further investigation is required before additional actions can be considered. Proposed, seconded all present in favour.

F34/25 To approve the cost of signage to display the opening hours of the public toilets.

It was **Resolved** to approve the cost of £10 + VAT for an A4 sign from Cornwall Signs. Proposed, Seconded, all present in favour.

F35/25 To agree the cost of electrical work in the public toilets.

It was **Resolved** to approve the cost of £144 from Holloway Electricals for a replacement light in the Store area. Proposed, Seconded, all present in favour.

F36/25 To receive a report on the recent internal audit.

Cllr Kelsey provided an oral report advising that:

The bookkeeping had been checked to ensure it is properly maintained and up to date.

Payments have been checked to ensure they have been properly authorised, minuted and order numbers are being used.

VAT has been recorded and claimed, a claim is due to be submitted in the near future.

Section 137 payments have been appropriately recorded and are within statutory limits.

Payroll has been checked for accuracy and to ensure payments are recoded appropriately.

Wages were signed off by Cllr Kelsey.

The asset register is up to date.

The cemetery records are up to date and procedures appear to be being followed.

GDPR review undertaken separately by Cllr Edmunds.

Education Grants checked and all due processes appear to be being followed.

Cllr Kelsey went on to recommend that the wages sheets should be being signed off at the monthly meetings rather than quarterly as this would ensure tighter controls on the process.

It was **Agreed** to add this to the Full Council agenda.

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'.

F37/25 Confidential.

None

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

Chair of Finance, Staffing, GP and Audit Committee.

There being no other business the Chair closed this meeting at 18.59.