

# DEEPING ST JAMES PARISH COUNCIL

**The Institute, 38 Church Street, Deeping St James, Peterborough PE6 8HD**

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**Parish Clerk: Julie Fortnum**

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Minutes of Deeping St James Parish Council Finance and General Purposes Committee held on Thursday 16 January 2014 at 7.00 pm in the Meeting Room at The Institute.

Present: Councillors Barber, Blessett, Bowell, Dilks, Gilbert, Pelling, Shinkins, J. Stevens and Wallis.

Any member of the public can attend all Council and Committee meetings to see the work of the Council. Full Council meetings are held on the last Thursday of each month which start with a 30 minute public forum for questions and issues to be raised.

- 1.14 To receive apologies for absence.**  
Cllr. Baxter
- 2.14 To receive declarations of interest, if any.**  
Cllr. Bowell item 7.14
- 3.14 To adopt the Minutes of the previous meeting held on 21 November 2013 (enclosed)**  
Agreed as correct and signed
- 4.14 To receive the report of progress in relation to matters arising from the Minutes not dealt with elsewhere on the agenda.**  
The Parish Clerk advised the Members of the bank balances.  
The Parish Clerk and Assistant Clerk's contracts were handed to the Chairman of the Council for signature  
The Parish Clerk confirmed that the Lincolnshire County Council bus shelter grants that had been applied for had been accepted and the full amount of the refurbishment of the five bus shelters would be obtained.
- 5.14 Review broadband/telephone provider**  
A discussion took place and it was decided that brief enquiries with providers should be undertaken but unless a substantial saving was found the Parish Council should stay with the current provider as there had been no problems and their business support was good.
- 6.14 Updating Parish Council's computer system (enclosed)**  
Cllr. Barber introduced his paper. A discussion took place about laptops versus desktops, the use of the current office laptop, and which office package to install. All agreed in principal to the proposal to spend up to £2000 on upgrading the office computers and printers, however following the questions asked during the discussion, Cllr. Barber was asked to do some further research, and bring a recommendation to full council on 30 January 2014
- 7.14 To agree ground maintenance contractor for 2014 to 2016 (enclosed)**  
Cllr. Barber introduced this item. All in agreement that the contract should be awarded to Malc Firth Landscapes Ltd on a five year rolling programme subject to an annual assessment of the work undertaken. Cllr. Barber's offer to write the contract, which would be signed by the contractor and the council, was accepted.
- 8.14 To discuss and agree the use of the Probation Service CPT/Contractor/Maintenance Worker from April 2014**  
The Parish Clerk advised of the recent problems with the Church Hall toilets which had led to the use of them by the community pay back team being suspended. The purchase or hire of a portaloos for their use was discussed and the Parish Clerk was asked to obtain prices. The suggestion to offer to pay for one hour cleaning at the end of use was agreed by the Members and the Parish Clerk was asked to offer this to the Church Hall Caretaker, as a solution. The Parish Clerk confirmed that the use of the CPT in 2014/15 had been budgeted for but it was not known if a contractual agreement could be drawn up at this stage. The Parish Clerk was asked to check this with the Probation Service in Lincoln.  
The Parish Clerk advised that the contractor used since the second maintenance worker resigned was happy to continue on a contractual basis but would not be interested in regular hours each day.  
The Parish Clerk also advised that the Maintenance Worker was waiting for a date for an operation so some contingency plan was required. It was requested that this should be an agenda item for full council and that the Parish Clerk should ask the contractor if he would be willing to cover.
- 9.14 To agree the date of next meeting – Thursday 20 March 2014 7.45pm**