

Parish Clerk: Steve Ashby

Minutes of Deeping St James Parish Councils Finance and General Purposes Committee held on Thursday 19 July 2012 at 7.45pm at The Institute

Present: Cllrs Pelling, Barber, Blessett, Shinkins, Stevens and Wallis

1.13 To elect a Chairman

Cllr Wallis proposed and unanimously elected

2.13 To receive apologies for absence.

Cllr Gilbert – holiday, Cllrs Dilks and Baxter – work

3.13 To receive declarations of interest, if any.

None

4.13 To adopt the Minutes of the previous meeting held on 24 May 2012 (Enc 1)

Agreed and signed

5.13 To receive the report of progress in relation to matters arising from the Minutes not dealt with elsewhere on the agenda.

Audit form completed and returned

End of year pension form completed and returned

VAT returns now up to date

Help in office has now started and working well

Accountants have taken back the /council's accounts and they are correct up to 20 June 2012

6.13 To consider the Hall Meadow Estate Statement of Accounts for 2011/12 and make recommendations to Council. (Enc 2)

Cllr Shinkins questioned the amount of interest being obtained and was informed by the Assistant to the Clerk that the money had been moved during last year to a higher interest account

A discussion took place around what the money could be used for as it was not needed for maintenance to the Hall Meadow land as there was already a budget allocated for this. Cllr Wallis proposed that it should be put to Full Council that it could be used towards the acquisition of a piece of land

7.13 To discuss the acquisition of land and the funding of it

A discussion took place concerning what money was available. Those present were aware that money can be borrowed however special permission was required to do so.

Cllr Wallis recommended that the Assistant to the Clerk should seek clarification regarding the process of applying for a loan

Cllr Stevens agreed to contact SKDC to get written confirmation of the section 106 agreement funding

8.13 To discuss staff appraisals and agree a way forward

Cllr Blessett confirmed that a staff appraisal for the Maintenance Worker had been arranged and would take place on 1 August 2012

Cllr Wallis wishes to put together a paper concerning the staff appraisal policy within DSJPC and it was agreed that he would arrange a meeting with the Assistant to the Clerk to get this document drawn up

A discussion took place on the procedure that should take place upon the Clerks return Cllr Wallis to recommend that to Full Council that guidance should be sought from LALC on the Parish Council's obligations to staff on sick leave and the procedure to follow on their return

9.13 Date of next meeting Thursday 18 October 2012 at 7.00 pm (Precept Meeting)

