

DEEPING ST JAMES PARISH COUNCIL

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

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Acting Parish Clerk: Julie Fortnum

Minutes of Deeping St James Parish Council Finance and General Purposes committee meeting held on Thursday 18 July 2013 at 7.45pm in the meeting room at the Institute.

Present Councillors Blessett, Barber, Baxter, Bowell, Dilks, Gilbert, Pelling, Shinkins, Stevens and Wallis. Councillor Thompson was present to propose item 18.13

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.

10.13 To elect a Chairman

Cllr Shinkins proposed Cllr Wallis. This was seconded by Cllr. Pelling and agreed by all

11.13 To receive apologies for absence.

None

12.13 To receive declarations of interest, if any.

None

13.13 To adopt the Minutes of the previous meeting held on 23 May 2013

Agreed and signed

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

None

15.13 To consider the appointment of an Internal Auditor for the year 2013/14 and make recommendations to Full Council.

The Acting Clerk confirmed that the Internal Auditor had been approached and was happy to continue. All agreed

16.13 To receive a report on the current financial position

The Acting Clerk provided a copy of the income and expenditure spreadsheets.

17.13 To consider banking and investments taking into account the findings of The Acting Clerk and Councillor Bowell

The Acting Clerk informed the members of what returns were available from Barclays, Norwich and Peterborough Building Society and The Churches, Charities and Local Authorities Public Sector Deposit Fund. Based on the information provided it was agreed that the Council would leave all Funds where they are. With reference to online banking no-one that had been spoken to was able to offer what the Council was looking for. Several Councillors agreed to investigate what options were available via their business contacts. The Acting Clerk was asked to find out what insurance cover was in place regarding online banking. It was then agreed by all that in order to move forward with online banking the Acting Clerk should be given permission to make payments up to the value of £500.00 by Bank transfer. Anything over this would require the permission of the signatories. Any payment made in this way would be listed on the accounts paid schedule along with cheque payments and brought to full council

18.13 To consider financial management planning and co-ordinating events and campaigns (Cllr. Thompson)

Cllr. Thompson introduced his paper proposing that a new committee be set up for events and campaigns. Its objective would be to coordinate and plan events and campaigns under taken by the Parish Council in order to maximise their effectiveness and impact. A discussion took place leading to Cllr. Gilbert suggesting Cllr. Thompson takes away all the ideas and prepares an amended proposal for full council . All agreed.

19.13 Staff Appraisals – to agree when these should take place and who is to be involved

The Acting Clerk advised that the additional maintenance worker had now been in post for three months therefore she would arrange an appraisal for him and then the other maintenance worker. The staff appraisal form itself was discussed and the Acting Clerk was asked to put this on the next Finance and General Purposes agenda as an item to be reviewed. It was agreed that that the outcome of any staff appraisal would be shared with the Chair of the Council and if the Chair felt anything needed to be brought to the attention of full council he would do so.

20.13 To consider Financial Regulations, which are enclosed and make recommendations to Full Council.

All agreed that an electronic copy of the financial regulations should be sent to Cllr. Pelling and Cllr. Wallis for them to review and amend.

21.13 To agree the date of next meeting – Thursday 17 October 2013