

DEEPING ST JAMES PARISH COUNCIL

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

e-mail: clerk.dsipc@btconnect.com Tel: 01778 343266 Fax: 05603 435419 www.dsipc.co.uk

Parish Clerk: Julie Fortnum

Minutes of Deeping St James Parish Council Finance and General Purposes Committee held on Thursday 20 March 2104 at 7.00pm in the Meeting room at the Institute.

Present: Cllrs. Barber, Blessett, Dilks, Gilbert, Pelling, Shinkins, J.Stevens,

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.

- 10.14 To receive apologies for absence.**
Cllrs. Baxter, Bowell and Wallis. It was agreed that Cllr. Pelling would chair the meeting.
- 11.14 To receive declarations of interest, if any.**
Cllr. J Stevens item 16.14
- 12.14 To adopt the Minutes of the previous meeting held on Thursday 16 January 2014**
Agreed and signed
- 13.14 To receive the report of progress in relation to matters arising from the Minutes not dealt with elsewhere on the agenda.**
The Clerk has undertaken the appraisal of the maintenance worker
The Clerk and Assistant Clerk's contracts have been completed and signed by the individuals and the Chairman of the Council
Notification has been received from LALC advising that the repeal of Section 150 of the LGA 1972 to allow the use of internet banking by Council's came into force on 13 March 2014.
The Clerk confirmed that the Maintenance Worker's knee operation was scheduled to take place on Tuesday 23 March 2014. Cover had been organised from the contractor who was currently doing footpath and garden maintenance for the council. Cllr. J Stevens asked whether a list of preferred contractors had been drawn up. This had not been finalised, so the Clerk was asked to contact at least three contractors to ask how much they would charge and if they would be willing to be called at short notice to cover staff sickness and holidays. This information would be shared with members at full council on Thursday 27 March 2014.
Additional Item – A new model financial regulations and guidance notes on Governance and Accountability for Local Councils have been received from LALC.
- 14.14 To receive a report on the Council's budget for 2013/14**
The Clerk explained the income and expenditure sheets provided to the members and also confirmed the bank balances. It was agreed that the Clerk should transfer any balance at the year end from the community account to the base rate reward account after the new year's precept had been received.
- 15.14 To recommend to Council that Ctax Management continue to provide accounting and payroll services in 2013/14**
All agreed that CTax Management should provide accounting and payroll services. For comparison purposes, the Clerk was asked to obtain 2 quotes from other providers. It was agreed that a discussion about having a 3 or 5 year rolling contract should be added to the next F&GP committee agenda.
- 16.14 The use of casual workers and the Council's employers liability insurance**
The Clerk advised the members that the parish council's insurance company would insure casual workers provided there was a written agreement between the casual worker and the council. It was agreed that the Clerk would draw up such an agreement with the present casual worker. Cllr. Gilbert also requested that the Clerk check with the council's insurers to see if they provided short term cover for contractors used by the parish council in the event of their own insurance lapsing.
- 17.14 To review and amend the Parish Council's Financial Regulations**
All members agreed to alter the current financial regulations as follows:
5.3 To add the wording "invoices should also be initialled"
5.4 To amend to include the wording "or contracted accountancy Services"
6.1 To add the wording "unless urgent, and with the authority, of two signatories whereby payment can be made by bank transfer".
It was also agreed that the Councillors would all read the new model financial regulations put forward by LALC and that the Clerk would include them on the next F&GP agenda.
- 18.14 To discuss and agree what information to present on the display boards at the Annual Parish Meeting on Tuesday 20 May 2014**
It was agreed that there would be not display board for this committee.
- 19.14 To agree the date of the next meeting – Thursday 22 May 2014**