

# 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 the meeting of the **Finance and General Purposes Committee** held on **Thursday 24 October 2013** at **7.45 pm** in the **Meeting Room** at **The Institute**.

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

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.

- 22.13 To receive apologies for absence.**  
None
- 23.13 To receive declarations of interest, if any.**  
Cllr. Pelling –agenda item 26.13 and 27.13 – advertising and publicity  
Cllr. J.Stevens – agenda item 26.13 and 27.13 – youth worker funding
- 24.13 To adopt the Minutes of the previous meeting held on 18 July 2013 (enclosed)**  
Agreed and signed
- 25.13 To receive the report of progress in relation to matters arising from the Minutes not dealt with elsewhere on the agenda.**  
The Clerk had checked with the Insurance company regarding online payments and received confirmation that no policy changes were needed – cover was in place.
- 26.13 To receive a report on actuals against the Council’s budget for 2013/14 (details enclosed on blue paper)**  
Councillor Wallis explained the income and expenditure budget paperwork. The Parish Clerk was asked to obtain guidance about the reserves and how earmarked reserves should be treated. Clarification was also requested about how many years the parish council had been putting a reserve aside to purchase a piece of land. The Parish Clerk was also to confirm if the amount for grant aid under section 137 was accurate. Once answers had been received to these points the budget figures needed to be amended accordingly.  
It was also unanimously agreed that the funds which are surplus to estimated budget expenditure requirements should be transferred to another account.
- 27.13 To receive the budget recommendations for 2014/15, made by Committees, and make a recommendation for consideration at Council on 31 October 2013 (details enclosed on yellow paper)**  
The budget requirements agreed by the sub committees were considered and after some discussion the following amended budgets were agreed by a majority with one abstention – Cllr Baxter wished it to be noted that he did not agree to the footbridge budget being removed.  
Allotments, footpaths and open spaces – £7200  
Youth and Community - £15500  
Cemetery - £9500  
Transport - £4850
- 28.13 To agree all other budget estimates for 2014/15 and make a recommendation for consideration at Council on 31 October 2013 (details enclosed)**  
The Parish Clerk confirmed that the paperwork included the original budget estimates from each sub committee and reflected the salary NI and Pension position for the new staff structure. The Parish Clerk was asked to amend the budgets to reflect the changes discussed and bring the revised paperwork to the November meeting in order that the budget and precept could be agreed.
- 29.13 To receive an update about staff appraisals (Cllr. Wallis)**  
Cllr. Wallis confirmed that the Clerk’s appraisal had been completed and objectives for the coming year had been set. Cllr. J Stevens requested that in future this type of item should be dealt with at the end of the agenda without the Clerk present.
- 30.13 To consider Financial Regulations and agree to any alterations (Cllrs. Wallis and Pelling)**  
Cllr. Pelling advised that the main amendment needed was under 6.1 and was dependant on whether the Parish Council did move to online banking. It was agreed to defer any amendments until any proposal from 33.13 had been put to full council.
- 31.13 To discuss upgrading the computer software**  
Cllr. Pelling explained the situation with regard to the current computers and recommended it was time to update both hardware and software. Cllr. Pelling and Barber agreed to obtain further information.
- 32.13 The Clerk’s Contract of Employment**  
Cllr. Pelling confirmed that Cllr. Snaith was progressing with this and he had requested to see it when complete.
- 33.13 To provide information on banking facilities (Cllr. Pelling)**  
Cllr. Pelling confirmed that HSBC had advised him that they can provide online banking with a primary and secondary user facility. Cllr. Wallis requested that a Cllr. Pelling prepared a paper for recommendation to full council.
- 34.13 To agree the date of next meeting – Thursday 21 November 2013**

