



DEEPI NG ST JAMES PARISH COUNCIL

The Institute, 38 Church Street, Deeping St James, Peterborough PE6 8HD
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Parish Clerk: Julie Fortnum

Minutes of the Finance and General Purposes Committee held on Thursday 20 July 2017 at 7.45pm in the Meeting Room at The Institute.

Present - Councillors Barber, Blessett, Bowell, Shinkins, J.Stevens, Wallis and Ward and the Parish Clerk

1.18 To elect a Chair.

Councillor Ward was nominated by Councillor Blessett and seconded by Councillor Shinkins. Unanimously resolved.

2.18 To receive apologies of absence.

None received. The Committee resolved to invite Councillor Gilbert onto the committee.

3.18 To receive any declarations of interest.

None received.

4.18 To adopt the minutes of the previous meeting held on Thursday 12 January 2017

All those who had been present agreed they were an accurate record so they were signed by the Chair.

5.18 To receive a report of matters arising from the minutes not dealt with elsewhere on the agenda.

None noted.

6.18 To consider the Hall Meadow Estate Statement of Accounts for 2016-17 prior to their submission to the Charity Commission.

The Clerk advised that the balance on 31 March 2017 was £2508.69 and advised that the constitution stated that "the said Council shall apply the clear income of the Charity as they think fit for any charitable purposes for the general benefit of the inhabitants of the area of the Ancient Parish of Deeping St James for which provision is not made out of rates, taxes or other public funds". Councillor Shinkins proposed that this money should be used for the ongoing maintenance of the containers and flower beds in the parish that were originally purchased as part of the Deeping St James In Bloom entries now maintained by 'The Friends of Deeping St James'. Councillor Blessett seconded this proposal and it was resolved with one abstention (Councillor Judy Stevens as she is a member of the group) that it should be **recommended** to full council.

7.18 To consider the Parish Council's finances.

The Clerk referred to the reports which had been circulated and the Committee members agreed that they were satisfied that all was in order.

8.18 To review the authorised signatories for the Unity Trust Bank account.

It was agreed that Councillor Mike Ward would take Councillor Judy Stevens' place to authorise the online payments. Councillor Shinkins also agreed to contact Unity Trust to resolve her log-in issues.

9.18 To review the following policies (copies enclosed):

1. Risk assessment & management

Councillor Wallis opened discussions stating that this document was not a policy. All agreed with this and Councillor Ward volunteered to write a new policy as a starting point for further discussion.

2. Health & safety

The committee felt that this document needed more work on it which Councillor Ward volunteered to do. The Clerk was asked to obtain a copy of the most recent fire risk assessment form for The Institute.

3. Complaints

No changes were made to this policy.

4. Publication scheme

It was agreed to amend the details regarding accessibility to the office.

10.18 To consider the purchase of further tools and equipment required to maintain the Parish Councils assets, after an audit of the current tools is completed.

Councillor Howell volunteered to do an audit of the tools owned by the parish council and to liaise with the Clerk and the Maintenance Worker to draw up a list of what other tools were needed.

To resolve to move into closed session in accordance with The Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matters.

Resolved, although no members of the public or press were present.

11.18 Staffing matters

1. To consider the provision, or an allowance towards the cost of, protective clothing for the Maintenance Worker

It was agreed that a **recommendation** should be made to full council that the Parish Council annually provides the following items of clothing to the Maintenance Worker – Safety Boots, Work Trousers, Fleece, Polo-shirt, Hat, Waterproof Trousers and Waterproof Jacket. All these should have the parish council logo on them.

2. To consider the employee annual appraisals and resolve to implement any recommendations contained.

The Clerk advised that the two staff appraisals she had carried out had been positive meetings and the objectives and personal development plans had been set. The Clerk then left the meeting prior to her own appraisal being discussed. It was agreed that a **recommendation** should be made to full council that the Clerk and Assistant Clerk should be awarded a salary increment.

3. To consider reviewing the employee job descriptions and contracts of employment.

It was agreed that the Clerk should be requested to compare the Maintenance Workers job description with his current role and prepare a report advising whether additional hours were required. Councillor Ward would do the same for the position of Clerk.

11.18 To note the date of the next meeting – 7.45pm Thursday 19 October 2017