



DEEPIING ST JAMES PARISH COUNCIL

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

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Parish Clerk: Julie Fortnum

The minutes of the Finance and General Purposes Committee meeting held on Thursday 14 January 2016 at 7.00pm in the Meeting Room at The Institute. The business to be dealt with at the meeting is listed in the agenda.

Present: Councillors Barber, Bowell, Donley, Gilbert, Pelling, Stevens, Wallis and the Clerk.

48.16 To receive apologies for absence.

Councillors Dilks and Stevens

49.16 To receive any declarations of interest.

None received

50.16 To adopt the minutes of the previous meeting held on Thursday 19 November 2015

Agreed and signed

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

The Clerk had circulated an email message from LALC reminding Local Councils that it is not legal for one Councillor to act as Line Manager to the Clerk and that ideally as referenced in "Being a good employer" a parish council should have a staffing committee to authorise the Clerk's sick leave, annual leave and the discussion of sensitive matters as well as any action required after an appraisal. It was agreed that a staffing committee would be formed with relevant standing orders and delegated powers at the annual general meeting which was scheduled to be held on Thursday 26 May 2016

52.16 To receive reports on the council's finances to date

Councillor Barber suggested that the headings appearing on the spreadsheet that are no longer used should be removed. The Clerk agreed to arrange this from April 2016

53.16 To consider and adopt the following policy documents (Enclosure 3)

1. **Communications** – considered and agreed to propose adoption to full council.
2. **Media** – considered and agreed to propose adoption to full council.
3. **Social media** – considered, amended title to Social media policy and guidelines and agreed to propose adoption to full council.
4. **Environmental** – considered and agreed to look at alternative policies or amend the wording of this example to suit.
5. **Equality and diversity** – considered, amended the wording of the first point under resources to read "we will aim to ensure that any resources are balanced and reflect the diverse nature of the community" and agreed to propose adoption by full council.
6. **Grants** – Considered, amended the word District in the final line to Parish, added "The following "Grant aid applications are considered quarterly at the March, June, September and December meetings. Please ensure that your application form is returned to the Parish Clerk by no later than the 15th of the month (7th in December) in which you would like your application to be considered. You **may** be asked to attend a meeting of the Parish Council to clarify or expand upon answers given on the form and to give a short presentation in support of your application. It is a condition of any grant made by the Parish Council that where practical, acknowledgement of the Council's support is made on letterheads, notices, programmes etc. and that any funds which are unused are returned to the Parish Council."

54.16 To consider and agree an action plan to allow the parish council to apply for the foundation level of The Local Council Award Scheme

Both Councillor Wallis and Gilbert thanked and praised Councillor Bowell for the work he had undertaken which had provided a list of what the council wished to achieve. The Clerk provided an example action plan - a copy of Mablethorpe and Sutton on Sea's - which rather than listing what a parish wished to achieve stated a list of priorities and how these would be achieved. The Clerk clarified what was needed to fulfil point 12 of the foundation

level of The Local Council Award Scheme. Councillor's **Bowell** and **Donley** volunteered to work on the document once the Clerk had found some further examples to use as guides.

55.16 Date of next meeting – 7.45pm, Thursday 24 March 2016