



DEEPING 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 meeting held on Thursday 15 January 2015 at 7.45pm in the meeting room at The Institute.

Present: Councillors Barber, Bowell, Dilks, Gilbert, J.Stevens, T.Stevens and Wallis and the Parish Clerk.

1.15 To receive apologies of absence.

Cllr. Pelling and Cllr. Shinkins

2.15 To receive declarations of interest.

None

3.15 To adopt the minutes of the previous meeting held on Thursday 20 November 2014.

Proposed by Cllr. Bowell, seconded by Cllr. T Stevens

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

The documents relating to the North Yorkshire Pension Fund have been completed and signed by the Clerk as RFO.

The agreed amendments had been made to the staff handbook and a copy has been provided to all the staff.

The application for a Unity Trust bank account and alto prepaid master card has been completed.

The Lincolnshire County Council LGPS discretionary policies have been signed by the Clerk and returned to the Pensions department.

Cllr. Barber requested the Clerk to ensure that the Maintenance Workers contract of employment had been reviewed by the Chairman.

5.15 Internal Audit issues, if any.

None to report

6.15 To consider the parish council's health and safety policy and risk assessment procedures (enclosures)

The guidance notes and model templates, obtained from SLCC and LALC websites, for a health and safety policy and risk management policy which had been circulated with the agenda were discussed. As well as these the risk assessment form which was currently used in the office was shared with the members. The Clerk informed the members of advice from the Health and Safety Executive website which stated that if you have less than five employees you do not have to write anything down but it is useful to do so, so that it can be reviewed at a later date. It was agreed that the Clerk and Cllrs. Barber and Bowell (as well as Cllr. Wallis if evening meetings were arranged) should form a working party to produce the H&S policy and risk management policy for the parish council.

7.15 To consider the changes to the CiLCA qualification and discuss if both Clerk and Assistant Clerk should work toward obtaining the qualification.

Cllr Wallis informed the members that the CiLCA qualification had been discussed in the Clerks appraisal in both October 2013 and December 2014. The Clerk advised of the introduction of CiLCA 2015 in April 2015 and the main changes - timescale for completion, assessment and verification and cost. Cllr. Dilks proposed that DSJPC support both office staff by covering any costs relating to the training and additional hours. This was seconded by Cllr. Bowell. Cllr. Wallis made a counter proposal that professional commitment should be made to both of the office staff but that the clerk should work towards the qualification first and the Assistant Clerk at a later date. This was seconded by Cllr. J Stevens. A vote was taken on the counter proposal which was not accepted (2 for, 4 against and 1 abstention). A vote was taken on the original proposal which was agreed (4 for, 2 against with 1 abstention). **To be recommended to full council.**

8.15 To agree how to obtain the foundation stage of the Local Council Award Scheme now that the qualifying criteria have been decided (enclosures)

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.

The Clerk referred the members to the Local Council Award Scheme criteria which had been circulated with the agenda which advised what a parish council needed to achieve to obtain the foundation, quality or quality gold award. Taking into account that the parish council did not yet meet the requirements needed to obtain the foundation award and acknowledging that some time was needed to put things in place to do so Cllr. Wallis recommended that the earlier decision to achieve this by April 2015 should be reconsidered and extended to April 2016. **To be recommended to full council.**

9.15 Date of next meeting – Thursday 19 March 2015 7.45pm