



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 www.dsipc.co.uk

Parish Clerk: Julie Fortnum

Minutes of the Finance and General Purposes Committee held on Thursday 24 July 2014 at 7.45pm in the meeting room at The Institute

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

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.

- 33.14 To elect a Chair of the committee**
Cllr. Shinkins nominated Cllr. Wallis to continue as Chair. This was seconded by Cllr. Dilks and put to the vote. All agreed
- 34.14 To receive apologies of absence**
Cllrs. Barber and Pelling
- 35.14 To receive declarations of interest, if any.**
None
- 36.14 To adopt the Minutes of the previous meeting held on Thursday 22 May 2014 (enclosed)**
Agreed and signed
- 37.14 To receive the report of progress in relation to matters arising from the Minutes not dealt with elsewhere on the agenda.**
LCC pensions provided answers to questions asked about Ill health liability insurance, a copy of the reply is enclosed. **After a discussion it was agreed that the parish council would not take out the ill health liability insurance.**
The Clerk has received replies from 6 of the 15 members advising of their areas of expertise. **The Clerk was asked to remind those who had not provided the information.**
Open credit arrangement forms have been received from the bank to enable the Clerk/RFO to cash cheques. **After a discussion these documents were not completed and the Clerk was asked to enquire about getting a cash card for this purpose.**
- 38.14 Internal Audit issues** – The Clerk had met with the internal Auditor and had been able to confirm that some of the issues raised in in the internal audit for the period up to 31 March 2104 had been dealt with.- the icloud had been installed, the financial regulations were to be agreed at this meeting, the VAT dating back to 2011 had been reclaimed and received and the first half of the precept had been received. The internal Auditor had requested the Clerk check to see if the two Councillors who had agreed to view the bank accounts intermittently had been doing so. Cllr. Shinkins confirmed that she had.
- 39.14 To consider adopting the NALC model financial regulations, revised in line with the repeal of section 150(5) of the Local Government Act 1972 – see enclosed**
Cllr. Bowell introduced this item as he had spent a morning working through the draft regulations with the Clerk. Cllr. Bowell went through all the points that they had made and the members agreed the decisions. **Recommendation to full council that the revised regulations should be adopted.**
- 40.14 To consider the council's reserves**
The Clerk advised the members of the bank balances. A discussion took place about the percentage of reserves. All members agreed that the reserves were healthy and not unreasonable. **The Clerk was asked to provide a document for full council stating the list of earmarked reserves and general reserves currently held and to confirm the percentage of reserves to precept.**
- 41.14 To consider banking issues – see enclosed**
Cllr Bowell introduced this item and confirmed that it offered exactly what the parish council were looking for- two tier authorisation for online payments. **It was agreed to recommend to full council that this should be investigated further.** The Clerk was asked to send out the Unity Trust details to all members to look at before full council on 31 July 2014
- 42.14 Procurement – to agree a policy**
It was agreed to recommend to full council that all members should provide a list of their areas of expertise for the Clerks to call on. It was also acknowledged that additional expertise could be obtained if needed under the delegated powers to spend within the financial regulations, which also covered guidance on this.
- 43.14 Pension issues – to make members aware that DSJPC need to agree a discretionary policy.**
The Clerk explained that this policy needed to be agreed by the Employer. None of members felt that they knew sufficient about with pension legislation to deal with this so **it was agreed to recommend to full council that independent financial advice should be**