



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

The minutes of meeting of the Finance and General Purposes Committee on Thursday 21 July 2016 at 7.45pm 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, Dilks, Gilbert, Pelling, Shinkins, J.Stevens, T.Stevens, Wallis (arrived at 8.40pm) and one member of the public Julie Bowell.

1.17 To elect a Chair.

It was agreed that Councillor Bowell would Chair the meeting and this matter would be decided when Councillor Wallis arrived as he was expected later.

2.17 To receive apologies for absence.

Councillors Barber, Pelling and Shinkins

3.17 To receive any declarations of interest.

None received.

4.17 To adopt the minutes of the previous meeting held on Thursday 24 March 2016

Agreed and signed as an accurate copy.

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

None to report

6.17 To consider the Hall Meadow Estate Statement of Accounts for 2015-16 prior to their submission to the Charity Commission.

Members agreed that as the Parish Council as a corporate body are the Trustee it was recommended that the accounts are approved by full council prior to the Clerk completing the submission to the Charity Commission.

7.17 To review the following policies and documents.

- 1. Risk assessment & management** – Councillor T Stevens requested **suggested** that an additional column should be added to record the revised risk after the control measurement has been put in place. The Clerk agreed to do this and forward the revised policy to Councillors Barber and Bowell for agreement
- 2. Health & safety** – The Clerk was requested to speak to Market Deeping Parish Council to ask how they move their reactive speed sign.
- 3. Complaints**
- 4. Publication scheme**

With the alteration to the risk assessment and management policy it was **resolved** that all the policies were acceptable

8.17 To consider and agree the data protection policy recently reviewed by Councillors Barber and Bowell a copy of which is attached.

Councillor Bowell introduced the policy that both he and Councillor Barber had reviewed and revised and referred the members to the additional amendments the Clerk had made. It was agreed and **resolved** to adopt the revised policy.

9.17 To consider changing the committee structure.

Councillor Bowell introduced the paper that had been circulated to the members to aide discussion. It was agreed that as the current committee worked well not to change it. However it was also agreed that an additional committee to deal with events that the parish council organised, supported or were invited to attend should be formed as well as a personnel sub-committee to report back to the finance and general purposes committee. Membership of these would be agreed at the next full council meeting.

Councillor Wallis arrived

10.17 To review the parish council's representatives on outside bodies.

It was recognised that in order to promote proactive Parish Council involvement in the community it was good to have representatives involved with outside organisations. The Clerk was asked to prepare a list of known external organisations which would be circulated to members for them to add to and confirm their involvement with. Once complete the Clerk may be required to write to certain organisations to clarify if a Parish Council representative was required.

11.17 To receive a report on the withdrawal of the banks prepaid card service and the alternative option being offered – details sent with agenda

The Clerk advised the members that the prepaid card service was being withdrawn from 1 September 2016. The bank had offered an alternative service at a cost of £3 per month. As the card had proved to be a benefit it was agreed to recommend to full council that the parish council applies for a Corporate MultiPay Card.

The Council resolved to exclude the press and public for the next item on the agenda by reason of the confidential nature of the business to be discussed. Julie Bowell let the meeting

12.17 To consider any staffing matters

It was noted that the Maintenance Worker had returned to work and it was also agreed that working at heights and manual handling training should be arranged.

As Councillor Wallis had joined the meeting it was agreed to return to the following agenda item for a resolution.

1.17 To elect a Chair.

Councillor Wallis said he was happy to support Councillor Bowell as Chairman of this committee. It was **resolved** that Councillor Bowell would become Chairman of the finance and general purpose committee.

13.17 Date of next meeting - agreed as 7.45pm on Thursday 20 October 2016.

Meeting finished at 9.05pm