

DEEPING ST JAMES PARISH COUNCIL



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Parish Clerk: Julie Fortnum

Minutes of the Finance and general purposes committee held on Thursday 20 November 2014 at 8.30pm in the meeting room at the Institute.

Present: Councillors Barber, Bowell, Dilks, Gilbert, Pelling, Shinkins, J.Stevens, T.Stevens and Wallis

47.14 To receive apologies of absence

None

48.14 To receive declarations of interest, if any.

None

49.14 To adopt the Minutes of the previous meeting held on Thursday 23 October 2014 (enclosed)

Proposed by Councillor Bowell, seconded by Councillor Pelling and agreed by all.

50.14 To receive the report of progress in relation to matters arising from the Minutes not dealt with elsewhere on the agenda.

The Clerk advised members that as part of the preparation, and in order to comply with data protection requirements and manage system security documents have been received from West Yorkshire Pension Fund (as Lincolnshire County Council are entering into a shared service with them) which need completing. **All agreed that the Clerk should be the named contact and provide a specimen signature.**

51.14 Internal Audit issues, if any.

The Clerk confirmed that the Internal Auditor had not been in the office so no issues had been reported. Cllr. Pelling confirmed to the Chair that the signatories had been reminded at the October full council of the requirement to initial the paperwork as well as the cheque and cheque stub.

Cllr Pelling requested that standing orders were altered and that agenda item 56.14 was dealt with prior to 52.14 as the decision would impact on the budget. All members were in agreement.

56.14 To receive a report on the living wage and make a recommendation to full council that the maintenance staffs pay is increased accordingly.

Cllr. Pelling proposed that the maintenance workers pay should be increased to reflect the current living wage rate. Cllr. J Stevens seconded this and all agreed. Cllr. Barber also requested that the maintenance workers contract of employment should be reviewed and Cllr. Pelling offered to do this.

52.14 To agree budget estimates for 2015/16 and make a recommendation for consideration at Council on 27 November 2014 to set the Council's precept on 18 December 2015 (details enclosed)

The Clerk referred the members to the paperwork explaining that all budget headings had now been reviewed by the committees and the Clerk. The figures the Clerk had looked at had been calculated based on the previous two years spend to offer a more realistic figure than just adding a percentage increase. Cllr. Pelling commented that no provision had been made for a contribution towards the fencing around the school field and Woody Heights. He proposed a figure of £1000 should be placed in the budget for

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this purpose. This was seconded by Cllr. Shinkins and agreed by all. **The recommendation to full council is that the precept requirement for 2015/16 should be set at £103416.86 (including the SKDC grant of £4103.00)**

Cllr. Shinkins left the meeting.

54.14 Banking issues.

1. To agree amounts and signatories for the trail with Unity Trust Bank.

The Clerk advised that a figure of £10000 would be sufficient to cover payments made electronically over 3 months. Cllr. Pelling suggested that the current 4 signatories should remain the same for the trail period.

2. To receive an update regarding a debit card.

Cllr. Bowell advised the members that the debit card on offer from the council's current bank was not suitable, however Unity Trust did offer an Alto pre-paid Mastercard which suited the council's requirements.

Recommend to full council that this card is included in the 3 month trial with Unity Trust bank.

Cllr. Bowell left the meeting

55.14 To receive a report regarding the staff handbook and to make a recommendation that it is adopted by the parish council.

All members agreed that this was an excellent guide although discussions confirmed that some areas of it needed re-wording and Cllr. Pelling volunteered to do this. **Recommend to full council that the handbook is adopted.**

Discussions took place concerning other policy documents that the council need to review and it was agreed that the health and safety policy along with a risk assessment should be reviewed at the next committee meeting in January 2015.

Cllr. J Stevens left the meeting

56.14 To receive an update regarding the required LGPS discretionary policies and to make a recommendation that they are adopted by DSJ Parish Council.

The Clerk had obtained a quote from an Independent Financial Advisor to look at these discretionary policies on behalf of the council but after obtaining advice from a representative from LCC pensions it was felt not to be necessary. Cllr Wallis requested the Clerk check that there were no financial implications for the parish council in accepting the discretionary policies as written by LCC. **If this was the case Cllr. Pelling recommended that Deeping St James Parish Council should accept them and the Clerk as the RFO should sign them, this was seconded by Cllr. Gilbert and agreed by all.**

57.14 Date of next meeting – Thursday 15 January 2015 at 8.30pm