



DEEPI NG 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

The minutes of the Finance and General Purposes Committee meeting held on **Thursday 18 June 2015 at 8.30 pm** in the Meeting Room at The Institute.

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

1.16 To elect a Chair.

2.16 To receive apologies for absence.

Councillor Wallis was nominated by Councillor Pelling, seconded by Councillor Shinkins and agreed by all.

3.16 To receive any declarations of interest.

Councillors' Dilks, Shinkins and Stevens - agenda item 11.16

4.16 To adopt the minutes of the previous meeting held on Thursday 15 January 2015 – copy enclosed.

Agreed and signed

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

The new Assistant Clerk commenced employment on 1st April 2015 and attended the LALC Clerks training day on Wednesday 3 June 2015

After a period of recuperation from his operation the Maintenance worker returned to work on Monday 18 May 2015.

Insurance is now in place with Hiscox via Came and Company and a representative is attending a meeting with the Clerk on Monday 22 June 2015 at 10.30am if any member s wish to attend they will welcome.

6.16 To consider the Internal Auditor's report for the financial year ended 31 March 2015

Councillor Wallis introduced the audit report and asked if the members had any comments. There were no comments made about the main report so Councillor Wallis spoke about the empty chair syndrome. He advised that the Assistant Clerks job description stated that she was required to fulfil the Clerks role if she was absent ant that the Assistant had attended the Clerks training course and was booked on other courses to enable her to do this. Councillor Barber stated that he understood that the parish council's standing orders or financial regulations said the role of RFO should be fulfilled by the Chairman of the finance and general purposes committee if the Clerk/RFO was absent. **The Clerk was asked to check this and advise the members.**

Councillor Wallis then explained that part of the internal Auditors role required her to confirm the council had not exceeded spending under section 137. The Clerk advised that £7.20 per head of electorate could be spent during the financial year 2014/15 in some areas that the parish council had no other power or duty to fulfil. The internal Auditor had requested that in future what is spent under section 137 is more clearly accounted for. **The Clerk was asked to note this and clearly annotate such payments in future.**

Councillor Wallis noted that the internal audit report made mention of the asset register which covered structural items and suggested that a similar document should be drawn up to cover documentation and information security. **It was agreed to put this item on the agenda for consideration at the next finance and general purposes committee.**

Councillor Pelling queried the mileage rate which had remained the same for some time and Councillor Gilbert stated that he understood it to be dependent on vehicle engine size. Councillors Dilks and Stevens confirmed that the District Council paid the same rate of 45 pence per mile. **The Clerk would check this rate with LALC and other Clerks/Councils.**

Other than these two areas the internal audit report was agreed and the Clerk was asked to request the internal auditor to complete and sign section 4 of the annual return.

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.

- 7.16 To consider the Councils Annual Accounts for 2014/15, the completion of Section 1 and Section 2 of the Annual Return for the financial year ended 31 March 2015 and make recommendations to Council for signature in line with submission requirements.**
Councillor Wallis and the Clerk explained each section of the annual return. All agreed that the figures in section 1 were accurate and the members were confident that Deeping St James Parish Council were very thorough and could confidently tick yes to all the boxes in section 2 of the return. **It was agreed that the document should be completed and signed at the full council meeting on Thursday 25 June 2015.**
- 8.16 To consider the a proposal to obtain HR support (Cllr. Pelling) - attached**
Councillor Pelling introduced this item he explained he had not been looking for the service and was not sure if the parish council needed what was being offered by Cirrus. It was agreed that it would be beneficial to have a demonstration ideally at their offices. **Councillor Pelling offered to organise this and Councillors Gilbert and Barber, along with the Clerk would attend.**
- 9.16 To consider the Hall Meadow Estate Statement of Accounts for 2015 and make recommendations to Council – attached**
Councillor Wallis advised that the balance in the account was growing and **the Clerk was asked to check the charity paperwork to advise the members what the money could be spent on.**
- 10.16 To consider and agree the continued online banking matters especially in relation to online banking**
After a discussion and taking into consideration the comments raised by the internal auditor regarding online banking risk the members agreed to extend the trial period using Unity Trust up to the end of September 2015, at which point a decision would be made about whether to continue to use two banks or choose one. The Clerk was asked to calculate the value of the bank transfers that would be required to be paid until then and arrange the transfer of this amount from Barclays Bank. When this had taken place the Clerk's access to Barclays bank online banking would be closed.
- 11.16 To consider the draft lease drawn up by DSJUC.**
Councillor Pelling said he felt that the draft lease was not prejudicial to the parish council and understood that it could only extend for a period of 7 years – any longer and it would require registering. All members agreed with this and that it would not be necessary to seek legal advice prior to signing it. It was agreed to recommend to full council that it should be signed and it would be agreed at that meeting who the signatory should be.
- 12.16 Date of next meeting – Thursday 17 September 2015 at 8.30pm**

Reference our recent conversation with regards to Cirrus providing Deeping St James Parish Council with HR support; I wanted to send an outline proposal and establish your initial thoughts.

Keeping in mind you want a solution that is affordable, tailored to your authority, gives peace of mind and works with you as if we're part of your team; we'd like you to consider the following;

- HR Management software to the size of 25 records (the minimum) which would more than meet your needs now and into the future. This could be accessed from any PC with pre-installed client software and an internet connection. More than just an employee database, DART allows you to record, manage and easily run reports for employees and/or any other person details you choose to hold such as volunteers and contractors.

You can also export to Payroll and even interface directly with certain Payroll systems. There are also a plethora of template letters and guides accessible through the system which are being added to all the time.

- Unlimited DART IT Admin support on your own (live) database negating the need for any additional time or money needing to be spent in this respect. This means we will do all DART up-grades, patches and aim to resolve any IT related issues that may arise as a result of PC compatibility etc.
- Unlimited user support, again on your own live database, this will ensure all and any users can become fully conversant with all functionality without the need for additional structured or 'classroom based' training. The system itself is extremely intuitive and comes with a user guide however; we want our clients to know they can call us if they get stuck and to really get the most out of what's available.
- Circa 10 hours HR support per annum tailored to suit your needs as they arise. For example this could include such things as an annual HR health check, support with Employee Relations cases, HR presence in potentially difficult meetings, complete case management etc.

The cost to you for this package would be £610 + vat per annum, a price that hopefully shows how keen we are to work with and support local organisations and, with what's included, makes it almost unquestionable.

As I covered earlier, we'd like to establish your initial thoughts at this stage and be given the opportunity to answer any questions you may have before agreeing next steps. Of course there would also be a contract drawn up for you to agree and sign so the above is just intended as an outline of the key elements.

HALL MEADOW ESTATE CHARITY

(Charity Number: 247375 – 30.6.69)
The Institute, 38 Church Street, Deeping St James, PE6 8HD
Clerk to the Trustee: Mrs Julie Fortnum
(01778) 343266

STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

Opening balance – 1 April 2014		<u>£</u> 1,854.18
<u>Income</u>		
	Bank interest:	9.61
	Rent 2014-15	208.00
TOTAL INCOME		
<u>Expenditure</u>		217.61
Closing balance – 31 March 2015		2,071.79
<u>Represented by:</u> Barclays Bank (Base Rate Reward A/C)		<u>2071.79</u>

The assets of the Charity consist of 3.12 acres of land, situated off Hall Meadow Road, currently leased by the Parish Council for the provision of allotment gardens.

Signed for and on behalf of the Trustee

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Chairman of Deeping St James Parish Council

18 June 2015

Trustee at 31/3/2015

The Trustee at 31 March 2015 is the body corporate called Deeping St James Parish Council.

Prepared by the Mrs Julie Fortnum, Clerk to the Trustee.

11 June 2015