



DEEPIING 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 Deeping St James Parish Council Finance and General Purposes Committee held on Thursday 20 October 2016 at 7.45pm in the Meeting Room at The Institute.

Present: Councillors Barber, Bowell, Gilbert, Pelling and Shinkins and the Clerk

14.17 To receive apologies for absence.

Councillors Dilks, J.Stevens, T.Stevens and Wallis

15.17 To receive any declarations of interest.

None received

16.17 To adopt the minutes of the previous meeting held on Thursday 21 July 2016

Agreed and signed

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

Notification has been received from the Bank that the interest rate on the savings account is being reduced by 0.25% to 0.25% from 1 December 2016. Councillor Bowell advised that the Parish Council were unlikely to obtain better interest rates unless monies were deposited in accounts with access restrictions. The Clerk was asked to enquire of what other Local Councils and Charities do.

18.17 To review the staff handbook, which the following policies are included in:

1 Grievance

2 Disciplinary

3 Dignity at work

4 Maternity, paternity, shared parental and adoption leave

5 Sickness

6 Holiday

It was agreed that the following amendments should be made to the handbook and associated policies

2.4 The following words to be removed 'both during routine audits of the computer system'
14 Adoption leave should be added to this section and the wording relating to this and that of Maternity, Paternity and parental leave should read 'to be granted in accordance with current legislation'.

19.17 To receive a report on the Council's income and expenditure for 2016/17.

The Clerk shared the income and expenditure against budget information and the bank account balances with the members.

20.17 To receive and agree the 2017/18 budget recommendations made by committees

The Chair of the Youth and community, Allotments, footpaths and open spaces and Cemetery committees introduced the budgets put forward by their committees. An amendment was agreed to the allotments, footpath and open spaces committee budget reducing the maintenance figure to £3000 and including a budget for allotment improvements of £1000. In the absence of the Chair of transport committee the Clerk introduced this budget advising that the bus shelter improvement budget should be reduced to £2100 as a quotation had now been received and that a figure of £2000 should be placed in the budget for gateway signs. Below are the revised agreed budgets.

Allotments, footpaths and open spaces

Income

Item	Budget
Allotments rents	2500.00

Expenditure

Item	Budget
Maintenance & Misc.	3000.00
Tree, Hedges, Bulbs & Wildflowers	400.00
Riverbank Maintenance	1390.00
Jubilee Park	1400.00
DSJ In Bloom	750.00
Flag pole fund	1000.00
Allotment improvements	1000.00
Total	8940.00

Cemetery

Income

Item	Budget
Burial fees	2000.00
Memorial fees	500.00

Expenditure

Item	Budget
Grounds maintenance	7840.00
Miscellaneous repairs	475.00
Water rates	100.00
New Cemetery land reserves	1000.00
Total	9415.00

Transport

Expenditure

Item	Budget
Improve shelters/stops	2100.00
Road safety/30mph campaign	500.00
Bus shelter maintenance/repairs	1000.00
Gateway Signs	2000.00
Total	5600.00

Youth & Community

Expenditure

Item	Budget
Grounds maintenance	2500.00
Repairs	1000.00
Play scheme	6000.00
Youth Centre	5000.00

Improvement to skate park	15000.00
Total	29500.00

21.17 To discuss all other budget estimates for 2017/18 in preparation for precept setting

The Clerk shared the budget estimates spreadsheets with the members advising that further work was required to include increased staffing costs and inflation. It was agreed that an inflation figure of 4% should be applied where required to cover potential increases and that staffing costs should take into account the proposed increase in the contractual working hours of the Clerk.

22.17 To agree the membership of the staffing committee and the terms of reference

Councillor Howell introduced the example terms of reference for a staffing committee proposing that after the removal of the requirement for a Vice Chair, changing the wording from 'from its membership' to 'a recruitment panel' or 'three Councillors' and the addition of a further delegated power – 'to arrange staff appraisals as necessary, and appoint from within their membership a Councillor to undertake the appraisal' it should be adopted for the newly formed DSJ parish council staffing committee to which those present were in agreement to. **Membership of the committee would be agreed at the next full council meeting.**

25.17 Date of next meeting agreed as 7.45pm on Thursday 17 November 2016

Meeting finished at 8.45pm

Signed

Dated