



DEEPING 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 the Finance, Policy and Personnel Committee meeting held in the meeting room at the Institute 38 Church Street Deeping St James PE6 8HD at **8.00pm on Tuesday 4 June 2024.**

Present: Councillors Gilbert, Halls, Hosking, Shinkins-Hoppe and Stevens
The minutes were taken by the Parish Clerk

25.1 To elect a Chairperson

It was proposed seconded and **RESOLVED** that Councillor Gilbert would become Chair.

25.2 To receive apologies of absence.

Apologies had been received and accepted from Councillor Bowell.

25.3 To receive any declarations of interest.

None declared.

25.4 To adopt the minutes of the previous meeting held on Tuesday 9 April 2024.

Agreed and signed.

25.5 To receive the Clerk's report.

Year-end has been completed on Scribe accounting and the required reports generated. The Annual Governance and Accounting Return has been completed and a virtual meeting has been arranged for 3pm on Monday 3 June 2024 with the internal Auditor for them to complete the work required so that they will agree and sign the Internal Audit section. The whole document will be brought to Council on 18 June 2024 for agreement prior to being shared on the Webpage and sent to the PK Littlejohn, the external Auditor.

Unity Trust have confirmed that they are able to assist Deeping St James Parish Council in switching bank accounts. The switch request form located on their website is required to be completed for this to be done which the Clerk will complete.

On behalf of the Deepings Fun Day Sunday committee (consisting of representatives from several groups – DSJPC, MDTC, Lions, Rotary, Round Table and Inner Wheel) Deeping St James Parish Council will be responsible for the income and expenditure in respect of the first event on 7 July 2024.

The Clerk has contacted British Telecom to investigate possible savings on the account. They have been advised that the account is a superfast enhanced broadband, phone line and free calls to the UK and overseas bundle with a call diversion plus Microsoft 365 Business for document storage and allowing access to work from home. The account is out of contract and they have advised that there is no contract renewal without going digital and that going digital would lead to savings so would seem to be the way forward.

The Parish Council's Insurers have been contacted following the renewal to confirm that sufficient cover is in place for the CCTV equipment owned by DSJPC

The Deeping Neighbourhood Plan Group acting on behalf of Deeping St James Parish council and Market Deeping Town Council have been successful in obtaining funding from the UK Shared Prosperity Fund towards a local cycling and walking improvement project.

South Kesteven District Council will be paying this grant to Deeping St James Parish Council for them to administer.

25.6 To receive a report of the financial position as at 29 May 2024.
The contents of the report were noted.

25.7 To receive a report on the income and expenditure against budget for the period 1 April 2024 to 29 May 2024.
The contents of the report were noted.

25.8 To receive the list of payments made regularly by direct debit and standing order.
The contents of the report were noted.

25.9 To receive the list of Council and staff subscriptions to other bodies
The contents of the report were noted.

25.10 To receive the asset register as at 31 March 2024
It was acknowledged that this report was as at 31 March 2024 and that there were items to be removed and added since that date.

25.11 To review the following documents

1. Standing orders

Councillor Smith had reviewed the delegated powers and terms of reference for the planning and transport committee and the draft document was circulated which he intended to get the planning and transport committee to agree at the meeting on Tuesday 11 June 2024. It was agreed that Councillors Gilbert, Halls, Shinkins-Hoppe and Stevens as Chairs of Personnel, Allotments, Recreation and open spaces and Cemetery committees would look at the terms of reference and delegated powers relating to their committees and consider any additions or amendments that are required with a view to reviewing the Standing Orders at the finance policy and personnel committee meeting on 13 August 2024.

2. Financial regulations

Although the National Association of Local Councils had reviewed the financial regulations and an updated model template was available the committee agreed to continue with the current financial regulations with a view to reviewing them at the meeting on 13 August 2024.

3. Risk management

Councillor Gilbert explained that it is the organisation or owner who need to complete a risk assessment for each activity. He stated that whilst in the employment of the Parish Council all staff should receive relevant training in the use of the equipment they use and the activities that they undertake. The Clerk was asked to investigate training to cover working from heights, the use of power machinery, sharps and driving and arrange for the maintenance team to attend. The maintenance staff should also be provided with appropriate personal protective equipment for the activities they complete and sign a document to agree to use it.

The committee reviewed the risk management policy and no amendments were agreed.

4. Health and Safety.

Councillor Gilbert advised that any contractors completing work for the Parish Council should provide copies of their public liability insurance and also a method statement and risk assessment

This policy was also reviewed and the committee and no amendments were agreed

25.12 To consider the need for additional authorised signatories for online banking verification.

Councillor Stevens offered to act as a further signatory for Unity Trust Bank alongside Councillors Bowell, Gilbert and Shinkins-Hoppe. The Clerk as asked to request the required paperwork in order for this to happen.

25.54 To agree the date of the next meeting – to be held at 8pm on Tuesday 13 August 2024.