

## ST DENNIS PARISH COUNCIL

Minutes of the Finance, General Purposes and Audit Meeting held on Thursday the 20<sup>th</sup> June 2024 at 7.20 pm at Claytawc, Fore Street, St Dennis.

**Present:** Cllr Clarke, Cllr Burnett, Cllr Mrs Edmunds, Cllr Kelsey, Cllr Harwood.

**In Attendance:** Lynn Clarke, Parish Clerk, Tracey Hutton Senior Office Administrator.

### **F1/24 Election of Chair**

Cllr Burnett was proposed and seconded for the position of Chair. There being no further nominations this was put to a vote. All Present in favour.

Cllr Burnett was duly elected Chair of the Finance, General Purposes and Audit Committee.

### **F2/24 Election of Vice Chair.**

Cllr Edmunds was proposed and seconded for the position of Vice Chair. There being no further nominations this was put to a vote. All present in favour.

Cllr Edmunds was duly elected Vice Chair of the Finance, General Purposes and Audit Committee.

### **F3/24 Apologies.**

None

### **F4/24 Declarations of Interest.**

None.

### **F5/24 Public Participation.**

No members of the public present.

**F6/24 To adopt the section of the minutes of the [Consolidated Committee Meeting](#) relating to the Finance, General Purposes and Audit Committee held on the 27<sup>th</sup> March 2024.**

**Resolved** – To adopt the minutes as presented. All present in favour.

### **F7/24 Matters arising.**

The leaf blower has been purchased

Standing Orders amended and a copy placed on the website.

Financial Regulations amended and a copy placed on the website.

The risk assessment has been amended and a copy placed on the website.

Photographs have been taken as agreed.

**F8/24 To agree the new Financial Regulations a copy of these can be [found here](#).**

The Regulations were reviewed and several sections were amended to adapt them for use by St Dennis Parish Council. Section 9 will be reviewed by Full Council following further investigations into the use of prepayment cards.

**F9/24 To appoint two Cllrs to carry out internal Audits.**

It was **Resolved** for Cllr Kelsey and Cllr Harwood to undertake internal audits. All present in favour.

**F10/24 To agree for an interim Audit to be carried out by Ruth Thomas in October.**

It was **Resolved** to agree and interim audit. All present in favour.

**F11/24 To review Parish Council bank signatories.**

The Clerk informed that there are currently three Cllrs and 1 member of staff as signatories. It was **agreed** to keep signatories to this level in line with the new Standing Orders.

**F12/24 To approve the continued use of payments by BACS or CHAPS.**

It was **Resolved** to continue to make payments using this method. All present in favour.

**F13/24 To approve the continued use of payments by variable direct debit.**

It was **Resolved** to continue to make payments using this method. All present in favour.

**F14/24 To approve the continued use of payments by direct debit.**

It was **Resolved** to continue to make payments using this method. All present in favour.

**F15/24 To agree the cost of the legionella risk assessment for the public toilets.**

It was **Resolved** to approve the quotation from French Legionella Services at a cost of £150 + VAT. All present in favour.

**F16/24 To agree the quotations for the refurbishment of the public toilets.**

It was **Resolved** to allocate the building refurbishment work to Blue Ocean at a cost of £6960 inclusive of VAT.

It was **Resolved** to agree the purchase of a new toilet roll holder from Cornwall Supplies Company at a cost of £46.40 + VAT.

It was **Resolved** to agree the costs of the handwash unit, toilet and associated fixings from Wallgate at a cost of £4255.05. All present in favour.

**F17/24 To agree the electric tariff for the public toilets.**

This was discussed at length and it was **Resolved** to agree a 12 month contract with YU Energy. All present in favour.

**F18/24 To agree the disposal of the old printer and the ink cartridges.**

It was **Resolved** to dispose of the old printer and to donate the 2 unused cartridges to the clerk for printing Parish Council documents when working from home. All present in favour.

*Standing Order 1c*

*'That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw'.*

**F19/24 Confidential.**

None

Signed.....Date.....

Chair of Finance, Staffing, GP and Audit Committee.

There being no other business the Chair closed this meeting at 20.10.