

## ST DENNIS PARISH COUNCIL

### MINUTES OF THE FINANCE, STAFFING, GENERAL PURPOSES AND AUDIT MEETING HELD ON THE 9<sup>th</sup> August 2016 AT 8.00PM IN THE CLAYTAWC CENTRE

**Present:** Cllr Mrs Clarke (Chairman); Cllr Robins (Vice Chair); Cllr Snell; Cllr Panks; Cllr Lobb; Cllr Edmunds

**In Attendance:** Lynn Clarke Parish Clerk

#### **F6/16 Apologies**

None

#### **F7/16 Declarations of Interest**

There were no declarations of interest

#### **F8/16 Public Participation**

There were no members of the public present

#### **F9/16 To adopt the Minutes of the Finance, Staffing, General Purposes and Audit Committee held on the 31<sup>st</sup> May 2016**

This has been deferred to the next full council meeting

#### **F10/16 To Discuss and resolve new tenders to be issued for landscaping & maintenance contracts.**

The maintenance contract was discussed at length and it was **Resolved** a letter to be sent to current contractor to advise that the Parish Council will be advertising for tenders for the current work as the contract is to be split into separate areas, Playing Field, Footpaths, Weeding Cemetery and open spaces and waste collection. **Action** Clerk to inform contractor, and place advertisements to tender offering a year contract and six monthly reviews. Proposed by Cllr Lobb Seconded by Cllr Snell, all in favour.

#### **F11/16 To discuss and agree proposed letter and poster for St Dennis Neighbourhood Plan**

The Clerk presented three letters and two posters for review by Cllrs, these were discussed and it was proposed that the poster should have the letter on the back and issued in two letter drops one A4 and one A5 approx 1800 copies for each. Proposed by Cllr Lobb seconded by Cllr Robins **Action:** Clerk to alter poster and amend proposed letter and to obtain quotes for printing and delivery of posters.

#### *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'*

#### **F12/16 Confidential**

Staffing matters – This item forms Part 2 of the Agenda. Every effort is made by the Parish Council to conduct its business as openly and transparently as possible. There will be from time to time, however occasions when items of a confidential nature need to be discussed. Such items relate to staffing matters and quotations. Confidential items will be listed on the agenda, not included in the Reports and Minutes for public inspection.

- a) **Casual Labourer Contracts:** the clerk tabled the amended proposed contract and it was **Resolved** accept and to issue them to the casual labourers. Proposed by Cllr Robins seconded by Cllr Mrs J Clarke all in favour.

- b) Clerk updated councillors on the new pension scheme and the Parish Councils responsibility as an employer to have a scheme set up for its employees. It was **Proposed** by Cllr Robins for the clerk to set up the pension scheme with the government scheme NEST for them to comply with new regulations.

There being no other business the Chairman closed the meeting at 20.35pm.

Signed.....

Chairman of Finance, Staffing, GP and Audit Committee

Date.....

DRAFT