

PARISH COUNCIL OF DENMEAD



MINUTES OF A MEETING OF THE FINANCE, ADMINISTRATION and PERSONNEL COMMITTEE HELD ON WEDNESDAY 18th July 2018 IN THE OLD SCHOOL, DENMEAD commencing at 7.30 pm

Members: Cllr K Andreoli (P) Cllr I Brown (P)
Cllr P Langford-Smith (Chairman) (P) Cllr K Scholey (P)
Cllr M Willoughby (P)

Also present: Mr. Gareth Davies Clerk to the Council and Mrs Jennie Hanman Financial Officer.

012/19FAP Apologies: No apologies were received.

013/19FAP Declarations of Interest: Councillor Langford-Smith declared that she had a personal and prejudicial interest in the second page for the orders for payment. Councillor Brown declared the same interest

014/19FAP Minutes of the Previous Meeting: The Minutes of the Meeting held on the 6th June 2018 were submitted for approval. **It was unanimously RESOLVED that the minutes be accepted as an accurate record and were duly signed by the Chairman.**

015/19FAP Public Participation: There was no requirement for a public participation session.

016/19FAP Correspondence:
There was no correspondence to receive.

017/19FAP Old School Lease:
The Clerk informed the Council that a survey had been conducted, apart from the Pre-school area and a survey of that remaining area was to be conducted on 19th July 2018. A report would be produced from this survey. **NOTED.**

018/19FAP Telecommunications and IT systems:
To receive a quotation on the replacement of the telecommunication and IT systems at DPC: The Clerk explained that Carrera, the current supplier was the cheapest and that there have been very little problems in the service they have provided. Cllr Scholey stated that that current email protocol used at DPC was out of date and enquired if Carrera have been approached with regards to updating the system. The Clerk replied that at this present time the current protocol is suitable for the requirements of DPC. Cllr Andreoli commented that VOIP would not work if the internet were to fail leaving the office unable to communicate in case of emergency. The Clerk questioned as to how often the internet has failed and stated that he believed staff would have no issues using their own mobile phone in case of an emergency he concluded that the current telecommunications system is no longer supported and not fit for purpose and that VOIP was a long-term investment for the future. **It was unanimously RESOLVED that DPC remain with the existing supplier Carrera and add VOIP to the current package.**

019/19FAP Council Policy:
(a) Vexatious complaints: The Chairman stated that the vexatious police had been received by the Committee and with the following amends will be presented to Full Council.

- (1) The correct use of the term correspondent.
- (2) Policy is sectioned by numbers.
- (3) Pages and paragraphs are numbered.

It was AGREED that the above amendments and recommendations are made and the policy is presented to Full Council for adoption.

020/19FAP **Staff Training:**

Staff Training: The Chairman proposed that the Deputy Clerk attends a Learning Convention and Exhibition in order to develop her skills in regards to her duties with the burial ground. Cllr Andreoli questioned if the budget was available following the payment of the CILCA (Certificate in Local Councils Association) courses. The Finance Officer confirmed that funds are available for the training and that would not affect the budget for the CILCA courses. **It was unanimously RESOLVED that the Deputy Clerk attend the Learning Convention as an official duty.**

021/19FAP **Youth Club:**

To discuss the Youth Club Budget: The Chairman stated that the Financial Officer wished to clarify the financial procedures of the Youth Club. After discussion a recommendation was made that a meeting is held between Cllr Willoughby, Kat Lemon Head of Youth Club and the Financial Officer. **It was AGREED that a meeting will be held between the above relevant parties.**

022/19FAP **Finance:**

(a) Orders for Payment:

It was unanimously RESOLVED that the payments detailed on the Orders for Payment (list 05) should be APPROVED in the sum of £8,406.20 including VAT and the receipts of £6,058.42 are NOTED. Further payments of £19,287.92 (including VAT) made since the last orders of payment were RATIFIED. The Orders were signed at the meeting by the Vice Chairman. Cllrs Langford-Smith and Brown took no part in the discussion or vote having declared an interest in the item.

(b) **Accounts:**

Bank Statements: The bank statements had been previously circulated. The statements were reviewed and the balances as at 30th June 2018 were agreed. The statements were signed at the meeting by Cllr Langford-Smith. **NOTED.**

Lloyds Bank Account Number 23336468 Balance as at 30th June 2018 = £278,854.98

The Co-operative Bank Account Number 65807918 Balance as at 30th June 2018 = £30,562.09

The statements and reconciliations were duly signed by the Chairman.

Meeting closed at 9.10pm

Next Meeting, Finance Administration & Personnel Committee – 22nd August 2018

