

# PARISH COUNCIL OF DENMEAD



MINUTES OF A MEETING OF THE FINANCE, ADMINISTRATION and PERSONNEL COMMITTEE HELD ON WEDNESDAY 6<sup>th</sup> JUNE 2018 IN THE OLD SCHOOL, DENMEAD commencing at 7.30 pm

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

Also present: Mr. Gareth Davies, Clerk to the Council, Mr. Tony Daniells, Clerk to the Committee and one member of the public.

- 01/19FAP** **Apologies:** Apologies for absence were received from Cllr Andreoli.
- 02/19FAP** **Declarations of Interest:** There were no declarations of interest.
- 003/19FAP** **Minutes of the Previous Meeting:** The Minutes of the Meeting held on the 25<sup>th</sup> April 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.**
- 004/19FAP** **Public Participation:** The meeting was adjourned at 7.32pm to allow comments from the public. The meeting reconvened at 7.47pm.
- 005/19FAP** **Correspondence:**  
One item of correspondence was received from the DCA thanking Denmead Parish Council for a grant which has been used toward refurbishment and sustainability. The grant they received for April 2018 also assisted in the procurement of gardening equipment **NOTED.**
- 006/19FAP** **Old School Lease:**  
The Chairman reported that the DCA meeting scheduled for May 2018 had been cancelled.  
  
She continued that the DCA had agreed in a previous meeting to formally request that DPC fund the cost of the survey. No request had been received from the DCA with regards to financial assistance for a surveyor's report on the structure of the Old School and with nothing in writing there was no further action to be taken at this stage. **It was AGREED to wait until a request to fund a full structural survey had been conducted before a further discussion can take place regarding the lease for the Old School.**
- 007/19FAP** **Council Policy:**  
(a) **Vexatious complaints:** The Chairman stated that the current draft copy did not cover vexatious persons. She continued that the policy should cover abusive, persistent or vexatious correspondence, behaviour and complaints, which would cover a broader spectrum of issues and would be suitable to the requirements of DPC.  
  
She commented that currently a Complaints Committee was not in place as outlined in the policy and questioned as whether a committee is required.  
  
It was considered that the policy should read that complaints are discussed in exempt business at Full Council meetings and an investigation of a complaint is dealt with as per the Complaints Policy. **It was AGREED that the policy is revised to include the above amendments.**
- (b) **Petitions policy:** The Chairman stated that the draft Petitions Policy had been received and discussed the following:  
(1) Between 1 to 10 complainants will be communicated to individually,  
(2) Between 11 to 100 complainants will be communicated to via a statement on DPC website.  
(3) 101 and over will be considered as a petition and treated in accordance with the petitions policy.

Cllr Willoughby recommended that the policy should be drafted in a more formal manner removing the personal aspect. **It was AGREED that the above amendments and recommendations are made and the policy is presented to Full Council for adoption.**

**008/19FAP**     **Decoration of Parish Council Office:**

To receive a quotation on the decoration of DPC Office: The Chairman reported that a quotation of £1050 had been presented to the Committee for consideration of the decoration of Parish Council Office. It was considered that quotation was acceptable. **It was unanimously RESOLVED to accept the quotation and the specified work is commissioned.**

**009/19FAP**     **Telecommunications system:**

To receive a quotation on the replacement of the telecommunication system at DPC: The Chairman reported that a quotation had been received from Intech for a Voice Over IP System for £320 one off installation payment with further payments of £60 a month for the rental of four handsets.

The Chairman reported a second quote from Carrera with a cost of £15 per handset, with no further costs. She continued that Carrera currently supply IT to DPC and it was considered that all the system would be supplied by one supplier.

All of the above quotations are exclusive of VAT.

The Clerk stated that at the Full Council meeting it was requested by Cllr Lander-Brinkley for quotations from other IT suppliers, as Carrera has been providing DPC the service for a number of years, without other suppliers being explored. The Clerk continued that he has an appointment with an IT supplier which also provides VOIP. It was suggested that a quote for the full service could be obtained and compared with the current supplier. **It was AGREED to wait until the third quote before determining and considering action.**

**010/19FAP**     **Finance:**

(a)

Orders for Payment:

**It was unanimously RESOLVED that the payments detailed on the Orders for Payment (list 03) should be APPROVED in the sum of £12,728.28 including VAT and the receipts of £7,785.00 are NOTED. Further payments of £9,184.28 (including VAT) made since the last orders of payment were RATIFIED. The Orders were signed at the meeting by the Chairman.**

(b)

Accounts:

Bank Statements: The bank statements had been previously circulated. The statements were reviewed and the balances as at 31<sup>st</sup> May 2018 were agreed. The statements were signed at the meeting by Cllr Langford-Smith. **NOTED.**

Lloyds Bank Account Number 23336468 Balance as at 31<sup>st</sup> May 2018 = £309,688.64

The Co-operative Bank Account Number 65807918 Balance as at 31<sup>st</sup> May 2018 = £30,587.71

**The statements and reconciliations were duly signed by the Chairman.**

## **Public session**

### **Finance, Administration and Personnel Committee 6<sup>th</sup> June 2018**

**Public session commenced at 7.33pm** A question was asked by a resident with regards to a complaint and requested clarification of the complaints procedure. She continued that she had received a copy of the report of findings from the investigation into her complain. and had responded a number of times to the contents of the report and she was now unsure as to what the next stage was or if she had misunderstood at what stage the report was at.

Cllr Willoughby explained that the complaint had been investigated and was completed. The report was taken to Full Council and some of the recommendations had been agreed. He continued that there were policies missing and these are in the process of being implemented.

It was explained that the resident's complaint was not upheld as it was not accurate and that the DPC had followed procedure. As a result, the complaint was dismissed.

It was discussed that a formal response informing the resident of the completion and findings of the investigations should be drafted. However, it was pointed out that she had received a copy of the report with regards to her complaint which detailed the investigation process, findings and recommendations.

It was explained to the resident that her appeal to the findings of the report would be heard as the first item under exempt business at a Full Council meeting.

**Meeting closed at 8.20pm**

**Next Meeting, Finance Administration & Personnel Committee – 18 July 2018**

