

30<sup>th</sup> June 2016



Dear Councillor,

You are summoned to attend a meeting of Mawnan Parish Council Office and Finance Committee on 11<sup>th</sup> July at 7.00pm The Rendlesham Room, Mawnan Memorial Hall, Mawnan Smith.

Yours faithfully,

Lisa Clements  
Clerk to the Council

#### **AGENDA**

- 1) TO ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR 2016/2017**
- 2) TO RECEIVE APOLOGIES FOR ABSENCE**
- 3) MEMBERS TO DECLARE DISCLOSABLE PECUNIARY AND NON-REGISTERABLE INTERESTS (INCLUDING DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THE AGENDA AND ANY GIFTS OR HOSPITALITY EXCEEDING £25**
- 4) TO CONSIDER REQUESTS FROM COUNCILLORS FOR DISPENSATIONS**
- 5) PUBLIC COMMENT ON ITEMS ON THE AGENDA**
- 6) TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 11<sup>TH</sup> APRIL 2016 AND THE CHAIRMAN TO SIGN THEM**
- 7) TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN.**
- 8) REVIEW OF CURRENT BUDGET POSITION 2016/17 (1st quarter) AND DISCUSSION OF ANY AMENDMENTS FORESEEN**
- 9) TO REVIEW THE CURRENT DIRECT DEBITS AND TO AGREE THEIR CONTINUATION FOR 2016/17.**
- 10) TO DISCUS THE FORTHCOMING END OF BRITISH GAS CONTRACT (TOILETS) AND THE COUNCILS' OPTIONS**

**11) TO REVIEW ANY CHANGES OR ADDITIONS TO POLICIES & PROCEDURES FOR 2016 including annual review of Health & Safety (via risk assessment).**

*Policies for reivev:*

- *Financial Regulations - amended,*
- *FOI Publication Scheme- new ,*
- *Planning Protocol - new,*
- *Health & Safety Policy- amended,*
- *Disciplinary Policy- new,*
- *Graves& Graveyard Policy- amended*

**12) REVIEW OF TRUST (jpft & cpft) FINANCES & SPENDING FOR PERIOD TO 30<sup>TH</sup> JUNE 2016**

**13) THAT THE COUNCIL RESOLVES UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, TO EXCLUDE THE PRESS AND PUBLIC DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED.**

**14) TO UNDERTAKE THE CLERKS ANNUAL PERFORMANCE REVIEW** (please review attached documentation **before** the meeting)

**15) TO DISCUSS THE CLERKS PERFORMANCE AND SALARY PROGRESSION IN LIGHT OF THE ANNUAL PERFORMANCE REVIEW**