

1<sup>st</sup> September 2015

Please note – we may need to add 2 planning items to avoid another meeting. Please check the bottom of this agenda to see how they will be fit in.  
thanks



Dear Councillor,

You are summoned to attend a meeting of Mawnan Parish Council Office and Finance Committee on 7<sup>th</sup> September at 7.30pm The Rendlesham Room, Mawnan Memorial Hall, Mawnan Smith.

Yours faithfully,

Lisa Clements  
Clerk to the Council

### **AGENDA**

- 1) TO RECEIVE APOLOGIES FOR ABSENCE**
- 2) 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**
- 3) TO CONSIDER REQUESTS FROM COUNCILLORS FOR DISPENSATIONS**
- 4) PUBLIC COMMENT ON ITEMS ON THE AGENDA**
- 5) TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 1<sup>st</sup> JUNE 2015 AND THE CHAIRMAN TO SIGN THEM**
- 6) TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN.**
- 7) TO REVIEW ANY CHANGES OR ADDITIONS TO POLICIES & PROCEDURES FOR 2015 (SCHEDULED ITEM) including annual review of Health & Safety plan. (Financial Regulations, Standing Orders, Reporting of Accidents & Incidents Policy, Work Related Stress Policy, Recording at Public Meetings Guide)**
- 8) REVIEW OF CURRENT BUDGET POSITION 2015/16 (1st quarter) AND DISCUSSION OF ANY AMENDMENTS FORESEEN**
- 9) PROPOSAL TO ADJUST OFFICE & FINANCE MEETINGS TO JAN, APR, JUL & OCT + BUDGET & PRECEPT SETTING MEETING IN DECEMBER**
- 10) HEALTH AND SAFETY UPDATE**
- 11) COMMENTS ON FUTURE OFFICE ACCOMODATIONS.**

**PROVISIONAL ADDITIONAL ITEM – (TO TAKE PLACE AFTER ITEM 4)**

**PLANNING COMMITTEE MEETING**

PA15/07130 5 Goldmartin Close Mawnan Smith TR11 5HG  
Construction of a detached single garage  
Applicant: Mr Malcolm Lipscombe

PA15/07194 Halverrick The Fairway Mawnan Smith TR11 5LR  
Proposed family annexe extension including a juliet balcony  
Applicant: Mr and Mrs Coe

**Anyone not on the office & finance committee will be welcome to leave at this point.**