



**MINUTES OF A MEETING OF THE OFFICE AND FINANCE COMMITTEE OF MAWNAN PARISH COUNCIL HELD ON MONDAY 11<sup>th</sup> JULY 2016 IN THE RENDLESHAM ROOM, MAWNAN MEMORIAL HALL**

**PRESENT:** Cllrs Barnicoat, Faiers, Marsden, Nash, Robinson & Sadler

**ALSO PRESENT:** Mrs L Clements, clerk

**104) TO ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR 2016/2017**

It was proposed by Cllr Sadler, seconded by Cllr Barnicoat and  
**RESOLVED** that Cllr Faiers is elected as Chair  
on a vote being taken the matter was approved unanimously

**105) TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies received from Cllr Moyle.  
Cllr Barnicoat left the meeting at this point – he is not a member of the Office & Finance Committee

**106) 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**

None noted

**107) TO CONSIDER REQUESTS FROM COUNCILLORS FOR DISPENSATIONS**

None noted

**108) PUBLIC COMMENT ON ITEMS ON THE AGENDA**

None noted

**109) 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**

It was proposed by Cllr Sadler seconded by Cllr Nash and  
**RESOLVED** that the minutes of the meeting held on 11<sup>th</sup> April 2016  
be approved and signed by the Chair.  
on a vote being taken the matter was approved unanimously

**110) TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN.**

Cllr Marsden noted that all of the seats within the graveyard had been either moved due to repositioning or cleaning and were all off their fixings to some degree. It was felt that if a quick remedy to this could be sorted it would be beneficial. Cllr Sadler noted there was a fairly loose headstone just to the right at the top of the new section. He proposed that Tim Lugg be contacted to secure, but the clerk noted that the family would have to be given the opportunity to arrange for repair first, so details of the family were to be sought from the church records.

**111) REVIEW OF CURRENT BUDGET POSITION 2016/17 (1st quarter) AND DISCUSSION OF ANY AMENDMENTS FORESEEN**

It was agreed that Cllr Robinson would liaise with the clerk to address issues on the setup of the budget form used. The section for notes would be reinstated to help with questions arising and the projected year end would show on all reports in future.

**112) TO REVIEW THE CURRENT DIRECT DEBITS AND TO AGREE THEIR CONTINUATION FOR 2016/17.**

It was proposed by Cllr Sadler, seconded by Cllr Marsden and **RESOLVED** that the list of current direct debits is accurate and should continue on a vote being taken the matter was approved unanimously

**113) TO DISCUS THE FORTHCOMING END OF BRITISH GAS CONTRACT (TOILETS) AND THE COUNCILS' OPTIONS**

It was proposed by Cllr Sadler, seconded by Cllr Robinson and **RESOLVED** that the British Gas contract be continued for a further 3 years. on a vote being taken the matter was approved unanimously

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

*Policies for reievew:*

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

It was proposed by Cllr Faiers, seconded by Cllr Robinson and **RESOLVED** that the Financial Regulations be adopted once amendments made to section 6.19 as discussed. It was additionally agreed that the current password/ login details for the parish PC be given to Cllr Sadler by the clerk asap.

It was proposed by Cllr Sadler, seconded by Cllr Faiers and **RESOLVED** that the FOI Publication Scheme be adopted

It was proposed by Cllr Sadler, seconded by Cllr Marsden and **RESOLVED** that the Planning Protocol be adopted

It was proposed by Cllr Sadler, seconded by Cllr Robinson and **RESOLVED** that the Health & Safety Policy be adopted

It was proposed by Cllr Marsden, seconded by Cllr Nash and **RESOLVED** that the Disciplinary Policy be adopted

The Graveyard Policy change only referred to its requirement to be read with other policy documents, so did not require resolution to accept.

The clerk read through the current Health & Safety risk assessment for 2016/17, highlighting identified risks, control measures and her assessment of severity. This document was to be made available to all councillors to review.

It was proposed by Cllr Sadler, seconded by Cllr Marsden and  
**RESOLVED** that the Risk Assessment Schedule 2016 be adopted as stands.

on a vote being taken all of the above policies/procedures were approved unanimously

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

Both set of accounts was reviewed, and payments made to date noted. The clerk was able to provide the first quote for the metal zipwire a frame - £6500. It was agreed to get quotes to replace the whole structure to see if there were any savings to be made. The new wooden wall/seat tops had gone in at the Carwinion Field and were looking good

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

**117) TO UNDERTAKE THE CLERKS ANNUAL PERFORMANCE REVIEW** (please review attached documentation **before** the meeting).  
It was agreed that Cllr Sadler would undertake the clerk's review after collecting comments from the other members of the committee. Thanks were given to the clerk for her work over the year.

**118) TO DISCUSS THE CLERKS PERFORMANCE AND SALARY PROGRESSION IN LIGHT OF THE ANNUAL PERFORMANCE REVIEW**  
After discussion it was agreed that the clerk would advance to spinal point 25 for the year from April 2016 and an additional 2 hours per month (to cover full council meetings) would be added to her contract, rather than consistently being taken as overtime. This would reflect an increase to holiday hours of 2.8 per annum.

It was proposed by Cllr Sadler, seconded by Cllr Robinson and  
**RESOLVED** that the clerk would advance to spinal point 25 and have 2 hours extra per month added to her contract  
on a vote being taken the matter was approved unanimously

meeting finished at 8.35pm