



**MINUTES OF A MEETING OF THE OFFICE AND FINANCE COMMITTEE OF MAWNAN PARISH COUNCIL HELD ON MONDAY 9<sup>th</sup> APRIL 2018 IN THE RENDLESHAM ROOMS, MAWNAN MEMORIAL HALL**

**PRESENT: Cllrs Faiers (chair), Brooksbank, Marsden, & Nash**

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

**206.18 TO RECEIVE APOLOGIES FOR ABSENCE**

None noted

**207.18 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

**208.18 TO CONSIDER REQUESTS FROM COUNCILLORS FOR DISPENSATIONS**

None noted

**209.18 PUBLIC COMMENT ON ITEMS ON THE AGENDA**

None noted

**210.18 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 5<sup>th</sup> FEBRUARY AND THE CHAIRMAN TO SIGN THEM**

It was proposed by Cllr Marsden seconded by Cllr Faiers and **RESOLVED** that the minutes of the meeting held on 5<sup>th</sup> February 2018 be approved and signed by the Chair.

on a vote being taken the matter was approved unanimously

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

None noted

**212.18 UPDATE ON THE PROCESS OF IMPLEMENTING THE GDPR. NOMINATION OF PROVISIONAL DATA PROTECTION OFFICER (at present cannot be clerk) AND DATA PROCESSOR (CLERK)**

The clerk reported that she had received further information from the SLCC/ CALC on how to deal with the implementation of the GDPR. Much of the "documentation review" had been done with old information destroyed where applicable. Letters & correspondence from the public in general will now only be held long enough for it to be dealt with (or 9 months)- emails which need to be held have been saved as files with redacted personal information. Historic information (such as old minutes, finances etc) have been collated and readied for removal to the county archive.

Following on from this information it was agreed that, pending any further clarification, the Office & Finance Committee would be appointed as Data Controller for Mawnan Parish Council.

- 213.18 REVIEW OF CURRENT BUDGET POSITION 2017/18 (4th quarter/End of Year) AND DISCUSSION OF ANY AMENDMENTS FORESEEN**  
The need for a separate earmarked contingency for graveyard works was questioned as it appeared to be unnecessary unless actively used and this does not seem within the remit of the graveyards Committee. It was agreed that either a condition similar to the emergency works spend (£300 as authorised by clerk & chair) in the Financial Regulations 4.1 be applied – but with a £1000 limit- or a provision for delegated rights be given to the Graveyard Committee to undertaken spending/ works be tabled to Full Council.
- 214.18 TO RECEIVE INFORMATION ON THE SOLAR GRANT AND AMENDMENTS TO THE FORMULA/ CONTRACT**  
Since most of the members of the O&F committee were in attendance there was just a quick summary of how it was felt the meeting went, which was overall concluded to be very positive. Notes from this meeting would be circulated by the clerk and the letter of amendment from GreenNation was awaited.
- 215.18 SUMMARY OF THE ONGOING MCA LEASE DISCUSSIONS**  
Cllr Faiers reported on the last meeting with the MCA/ clubs. He had to note that a number of their assumption about the future of a larger building were incorrect but that the chair of the football club and MCA themselves did seem supportive of the actions of the Parish to upgrade and extend the life of the current buildings & field. Currently, with the assistance of Cllr Toland, it seems that there is funding out there for a community activity venue but that we need to investigate more what the parish sees as needed on top of office space for the clerk/ manager. The main concern was that the MCA was being used by a small group of individuals who thought change would restrict their access to it on an unplanned/ opportunistic basis. An initial, cursory discussion with the school about the availability of enhanced sports facilities in the village for use has received a positive reaction. Cllr Brooksbank suggested that we look into having undertaken a proper survey of the building, which was agreed to (pending quotes). He also thought that the wider community needed to be aware that if an alternative lease was not put in place by February next year there would be a transition period where the venue might be closed pending refurbishment/ upgrading. This was based on reports of the state of the building and the possibility that a through clean (of the kitchens especially) at least would be needed if the building is handed back. The clerk was asked to find out what the Carwinion insurances paid by the parish include and forward onto members.
- 216.18 TO DISCUSS ANY AND ALL NOTIFIED AUDIT REQUIREMENTS; TO INCLUDE SETTING THE DATE TO START THE PUBLIC REVIEW OF ACCOUNTS 2017/18 (MUST INCLUDE 2<sup>ND</sup> TO 13<sup>TH</sup> JULY)**  
The clerk suggested dates similar to last year with the public dates starting after the meeting of June 21<sup>st</sup> and running to 23<sup>rd</sup> July, which was accepted.
- 217.18 HEALTH AND SAFETY UPDATE**  
Salt Bins – refill undertaken by Cormac and charged for. Clerk will monitor Shute Hill bin during the year to see when and if the “free 1<sup>st</sup> annual refill” actually happens.
- 218.18 TO DISCUSS THE CLERKS PERFORMANCE AND SALARY PROGRESSION & ANNUAL PERFORMANCE REVIEW. (pending NJC confirmation of 2018/20 pay awards –currently standing at a 2% increase for 2018/19)**

Cllrs Marsden & Faiers explained that they had undertaken the clerk's annual review and asked if it could be inserted into Standing Orders that the vice chair & chair of the O&F committee have this as part of their responsibilities.

It was proposed by Cllr Brooksbank, seconded by Cllr Marsden and **RESOLVED** that the clerk received an annual pay award for 2018 in line with the NJC recommendation of 2% (to be reimbursed if this comes in lower after the vote is confirmed).

on a vote being taken the matter was approved unanimously

Meeting ended at 9.15pm

DRAFT