

2<sup>nd</sup> July 2018



**Dear Councillor,**

**You are summoned to attend a meeting of Mawnan Parish Council Office and Finance Committee on Monday 9<sup>th</sup> July 7.00pm The Rendlesham Room, Mawnan Memorial Hall, Mawnan Smith.**

**Yours faithfully,**

**Lisa Clements  
Clerk to the Council**

- 1. TO RECEIVE APOLOGIES FOR ABSENCE / WELCOME TO MR PRASAD**
- 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 9<sup>TH</sup> APRIL AND THE CHAIRMAN TO SIGN THEM**
- 6. TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN.**
- 7. REVIEW OF CURRENT BUDGET POSITION 2018/19 (1st quarter) AND DISCUSSION OF ANY SIGNIFICANT ISSUES (including signing off on quarter's bank statements)**
- 8. REVIEW OF BANK ACCOUNT SIGNATORIES – TO DISCUSS IMPLEMENTING E-BANKING**
- 9. TO REVIEW THE CURRENT DIRECT DEBITS AND TO AGREE THEIR CONTINUATION FOR 2018/19.**
- 10. TO REVIEW ANY CHANGES OR ADDITIONS TO POLICIES & PROCEDURES FOR 2018 including annual review of Health & Safety (via risk assessment).**

*Policies for review:*

- Standing Orders – **new document (significant updates received)**
- Freedom of Information Model Publication Scheme - **minor amendment on page 6**
- Safeguarding Policy – **minor amendment on page 4**
- Grievance Policy – **legal update**
- Records Management & Files Retention Policy - **needs to be replaced**
- retention & disposal policy– **new policy (replaces Records Management)**
- GDPR privacy notice – **new policy**
- information & data protection policy – **new policy**
- councillor privacy notice – **new policy to be added to Induction Pack**

Annual clerk's review of Risk Assessment & Internal Financial Controls 2018/19

- 11. NDP STATEMENT – delegation of powers etc.**
- 12. SUMMARY OF THE ONGOING MCA LEASE DISCUSSIONS**
- 13. HEALTH AND SAFETY UPDATE**