

14th January 2019



Dear Councillor,

You are summoned to attend a meeting of Mawnan Parish Council Office & Finance Committee on Tuesday 22nd January at 7.00pm 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 MEETINGS OF THIS COMMITTEE HELD ON THE 8th OCTOBER & 5th DECEMBER 2018 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 (3rd quarter) AND DISCUSSION OF ANY AMENDMENTS FORESEEN**
- 8) INTERNAL AUDIT REVIEW & UPDATE**
- 9) ANNUAL REVIEW OF INTERNAL FINANCIAL CONTROLS, FINANCIAL RISK ASSESSMENT & HEALTH AND SAFETY UPDATE**
- 10) TO DISCUSS A REVIEW OF THE CLERKS JOB DESCRIPTION AND GRADING**
- 11) TO AGREE A DATE FOR THE CLERKS ANNUAL PERFORMANCE REVIEW PRIOR TO 1ST APRIL 2019**
- 12) TO RECEIVE A REQUEST FROM THE TRUSTS TO SUBCONTRACT THE CLERK FOR 3HOURS PER WEEK (as necessary)**