

Minutes of the Finance, Staffing, General Purposes and Audit Committee Meeting of St Mewan Parish Council held in St Marks Church Hall, Sticker on Tuesday 31st July 18 commencing at 6.30pm

Present

Cllr J Kneller, Cllr Mrs P Tarbox, Cllrs Mrs J Padley, Cllr J Ringrose, Cllr B Harrison, Cllr C Passmore.

In Attendance

Mrs W Yelland – Clerk

Public Attendance

No members of the public.

FSGPA01/18 Election of Chair 2018/2019

It was

PROPOSED by Cllr Mrs Tarbox and sec by Cllrs Mrs Padley, Cllr J Kneller be elected as Chairman 2018/2019.

FSGPA02/18 Election of Vice-Chair 2018/2019

It was

PROPOSED by Cllr Passmore and sec by Cllr Mrs Padley, Cllr Mrs Tarbox be elected as Vice – Chairman 2018/2019.

FSGPA03/18 Apologies

Cllr Holman and Cllr Nicklin. Duly received and accepted.

FSGPA04/18 Declarations of Interests

None

FSGPA05/18 Public Participation

No members of the public.

FSGPA06/18 Committee Minutes

RESOLVED to adopt the minutes of the meeting held on the 4th April 18 as a true and accurate record. Prop Cllr Harrison, sec Cllr Passmore.

FSGPA07/18 Matters Arising

No matters arising.

FSGPA08/18 Payment of Accounts

Due to no August meeting it was

RESOLVED to pay July and August creditors by bacs or cheque as required. Prop Cllr Kneller, sec Cllr Mrs Tarbox.

FSGPA09/18 GDPR

a) Members received the GDPR audit template previously circulated, discussed data the council currently holds, completed action points 1- 10.

Recommendation to the clerk is action an email signature statement referring to the council's privacy notice and policy on the website.

It was

RESOLVED to review at the Dec 18/Jan19 meeting. Prop Cllr Kneller, sec Cllr Passmore.

b) Members received the GDPR annual report previously circulated, discussed the action points and

It was

RESOLVED to nominate Cllr Holman as the council's data protection lead. Prop Cllr Kneller, sec Cllr Passmore. To review at the Dec 18/Jan 19 meeting.

FSGPA10/18 Internal Audit Report 17/18 previously circulated

a) The clerk to review the current Financial Regulations enabling the council to handle any urgent, retrospective payments which may arise.

Members discussed a more secure method of administration with pay schedules and payments now the council have transferred to Bacs payments. Arising from the discussion.

It was

RESOLVED after Full Council approval of presented clerk's submitted payment schedule listing of creditors, two authorised signatories to sign on block, authorised signatories to retain detailed payment schedule enabling authorisation the following day and return signed schedule to clerk at next FC meeting. Prop Cllr Mrs Ringrose, sec Cllr Mrs Tarbox. **Action: Clerk and Cllrs.**

b) It was

RESOLVED to create a living document enabling sufficient detail to allow a new temporary member of staff to undertake the council's functions with minimum disruption. To be password protected. Prop Cllr Kneller, sec Cllr Harrison. **Action: Clerk**

c) New Allotment Agreements sent to holders on the 24th July 18

d) The council's asset register is still work in progress due to legals

e) The council's trust position is still work in progress due to legals

f) The clerk to update the website with the ICO Model Publication Scheme.

The clerk reported some highlighted procedures and it was **AGREED** the clerk to provide Cllrs with information regarding investment accounts.

FSGPA11/18 Internal Bank Transfers

It was

RESOLVED to approve delegated authority for the clerk to continue internal transfers of money. Prop Cllr Kneller, sec Cllr Mrs Tarbox.

FSGPA12/18 Internal Control Check previously circulated

Cllr Mrs Ringrose provided members with a short report on Quarter 1 with no matters arising.

It was

RESOLVED to approve. Prop Cllr Kneller, sec Cllr Mrs Tarbox.

FSGPA13/18 Budget against Expenditure

Members received 1st April – June 30th 18 Scribe reporting B against E, bank balances and current EMR's balance with no matters arising.

It was

RESOLVED to approve the budget against expenditure report, verification of bank balances and current EMR's to date.

Prop Cllr Kneller, sec Cllr Passmore.

FSGPA14/18 Parish Council Equipment

The clerk provided 3 quotes for updating the laptop with a new drive to improve the speed. However, in view of the council now requiring equipment with Bluetooth enabling the discharge of functions of the council.

It was

RESOLVED to purchase a new laptop with the appropriate operating system and within the allocated EMR. Cllr Harrison to research and report to Full Council. Prop Cllr Kneller, sec Cllr Mrs Tarbox. **Action: Cllr Harrison.**

FSGPA15/18 Correspondence

Clerk's report circulated

NOTED.

Cllr Harrison makes his apologies and leaves the meeting.

FSGPA16/18 Public Bodies (Admission to Meetings) Act 1960

It was

RESOLVED that in view of the confidential nature of the business about to be transacted it is advisable that the press and public be excluded and are instructed to withdraw during the discussion of the following item.

Prop Cllr Kneller, sec Cllrs Mrs Tarbox.

FSGPA17/18 Confidential

Staffing

Confidential Minute.

Committee Members:

Cllr Mr J Kneller – Chairman

Cllr Mrs Tarbox – Vice Chair

Cllr Mrs Ringrose

Cllr Mrs Padley

Cllr Passmore

Cllr Holman

Cllr Nicklin

Cllr Harrison

Signed.....

Chairman of Finance, Staffing, General Purposes and Audit Committee

Date:.....