

Warfield Parish Council

FINANCE & GENERAL PURPOSES COMMITTEE

MINUTES OF THE MEETING

held on **Thursday 22 May 2018** at **7.45pm** in the Parish Office

Present:

Councillors Wilson (Chair), Dr Barnard, Mrs Barnard and Ms Dulieu

In attendance:

Jason Mawer - Parish Clerk

F372. Apologies for absence

Apologies for absence were received from Cllrs Fitzwilliams, Harrison and Jones

F373. Declarations of interest and dispensations

Cllr Dr Barnard declared his standing interest as a borough and town councillor.

F374. Minutes of the meeting of 10 May 2018

The minutes of the meeting held on 12 April 2018 were circulated to members ahead of the meeting. The minutes were proposed by Cllr Dr Barnard, seconded by Cllr Mrs Barnard and APPROVED by members present.

F375. Matters arising from the previous meeting

There were no matters arising from the previous meeting.

F376. Governance Review 2019

At the annual meeting, members briefly discussed reviewing the size of committee memberships and other matters. The Clerk asked members for instruction on how they wished to proceed. Members had a general discussion and concluded that a working group should be set up to carry out a review. Following a proposal from Cllr Dr Barnard and seconding by Cllr Ms Dulieu:

It was RECOMMENDED: that the council sets up a working group made up of the chairman of the council and the four main committees to review committee structures and governance arrangements and report back to council after the summer break.

Members also discussed the need for a vice-chairman of the Finance & General Purposes Committee as the chairmanship carried certain responsibilities. Following a proposal from Cllr Dr Barnard and seconding by Cllr Ms Dulieu: **It was RECOMMENDED: that the council appoint a vice-chairman for the committee.**

F377. Draft Governance & Accountability Return 2018

The Clerk circulated to members ahead of the meeting the draft governance and accountability return. Members reviewed the document and agreed to recommend its approval at council.

The Clerk was asked about a reported difference of £12 between the end of year balance in the monthly report and the annual return. The Clerk explained this was due to confusion over the allocation of interest which was paid at the end of the financial year, but not received until the new financial year. The Clerk agreed to provide an explanation in the report to council.

F378. GDPR Preparations

The Clerk updated members on preparations for the implementation of General Data Protection Regulations (GDPR) on 25 May. The Clerk advised that privacy notices had been prepared and were to be posted on the councils website. Copies would also be available in the Parish Office.

The Clerk explained to members that there remained confusion over how councillor surgery sessions are covered for data protection purposes. The Clerk provided two examples to members that required different outcomes.

Members asked the Clerk to contact the Borough Solicitor for guidance on how borough councillors were covered at the parish surgery.

In the interim the Clerk advised that steps would be taken to cover the surgery of 2 June. Members asked the staff to prepare the appropriate advisory notices and asked that a notice be prepared stating that abuse of members at surgery would not be tolerated.

F379. Items for Information

Members were advised that Hannah Soane had been appointed as the Parish Administrator following the recruitment process. It was hoped that Hannah would take up the role by the end of June.

The Clerk advised members that banking mandates were in the process of being updated. One was to update the signatories on the NatWest account to include the Clerk and remove a former councillor, the second was the new mandate for CCLA which was for the Clerk and the Chairman of the Council and Finance & General Purposes.

F380. To confirm the date of the next meeting

The next meeting will take place at 7.45pm on Tuesday 26 June 2018.

F381. Closure of the meeting

There being no further business the meeting was closed at 8.49pm