



ST MEWAN PARISH COUNCIL

Parish address: Kerenza, The Chase, Sticker, St Austell PL26 7HL
Telephone: 07727 603448

25th July 2018

To all Members

Dear Sir or Madam,

You are hereby summoned to attend a **Finance, Staffing, General Purposes and Audit Committee Meeting** of the Parish, to be held at St Marks Church Hall in Sticker on **Tuesday 31st July 18** commencing at **6.30pm** for transacting the following business.

Yours faithfully

Wendy Yelland

Mrs W Yelland
Parish Clerk/RFO
E mail: clerk@stmewanparishcouncil.org.uk
Website: www.stmewanparishcouncil.org.uk
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AGENDA

1. **Election of Chair 2018/19**
2. **Election of Vice- Chair 2018/19**
3. **Apologies**
To approve apologies
4. **Declarations of Interest**
5. **Dispensation Requests**
6. **Public Participation**¹
7. **Committee Minutes**
To adopt the minutes of the meeting held on the 4th April 2018
8. **Matters Arising (For reporting and information only)**
9. **Payment of Accounts**
To authorise July and Aug payments for bacs or cheque signing

¹ Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. The designated time will be 10 minutes and no longer than 5 minutes per person. This time may be extended at the discretion of the Chairman.

10. GDPR

- a) *Members to receive GDPR audit template and discuss actions required (prev circulated)*
- b) *Members to receive GDPR annual report and discuss actions required (prev circulated)*

11. Internal Audit Report 17/18 (prev circulated)

- a) *Members to consider recommendations made with attached response record and discuss actions required*
- b) *Highlighted procedures. Members to consider any actions required*

12. Internal Bank Transfers

Approval of continued delegated authority for the clerk to carry out internal transfers

13. Internal Control Check

To approve Quarter 1 internal control check (April 1st – June 30th 18)

14. Budget against Expenditure

- a) *Members to receive and approve Scribe reporting Quarter 1 April 1st – June 30th 18*
- b) *To approve the bank balances as at 30th June 18*
- c) *Clerk to report council's EMR's balance*

15. Parish Council Office Equipment

Members to consider 3 quotes for updating laptop and resolve how best to proceed

16. Correspondence received

17. Public Bodies (Admission to Meetings) Act 1960.

*To **RESOLVE** 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.*

18. Confidential

Staffing

Press and Public are invited to attend. Meeting are held in public and could be filmed or recorded by broadcasters, the media or members of the public.