

# MARKET LAVINGTON PARISH COUNCIL

Clerk: Mrs Carol Hackett, 23 Orchard Close, West Ashton. Wiltshire. BA14 6AU.

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Management & Finance (M&F) Committee Meeting to be held on  
**Tuesday 5<sup>th</sup> February 2019, at 7.15 pm in the Old School, Market Lavington**

Carol Hackett

Carol Hackett - Parish Clerk

	<b>AGENDA ITEM</b>
18/19-299	<b>Apologies for Absence</b> To receive apologies for absence and consider reasons for non-attendance
18/19-300	<b>Declarations of Interest and Dispensations to Participate</b> a) To receive declarations of interest in respect of matters contained in this agenda b) To receive any dispensation requests received
18/19-301	<b>Minutes of Council Committee meeting</b> To confirm and sign as a correct record the minutes of the M&F committee meeting held on the 8 <sup>th</sup> January 2019 ( <i>copy attached</i> )
18/19-302	<b>Adjournment for Public Discussion (maximum of 5 minutes)</b> Opportunity for members of the public to speak on matters contained in this agenda
18/19-303	<b>Annual review of Parish Council Standing Orders</b> To review new Model Standing Orders received from NALC/WALC and compare with existing Standing Orders ( <i>copy to follow</i> )
18/19-304	<b>Chairman's Charity Account</b> a) To review draft 'Terms of Reference' document ( <i>copy attached</i> ) b) To formally record status of events organised through the 'Chairman's Charity Account, with particular consideration to Insurance implications etc.
18/19-305	<b>Annual review of Parish Council Financial Regulations</b> To review existing Financial Regulations, considering recommendation from Internal Auditor, and proposed amendments from Clerk ( <i>copy to follow</i> )
18/19-306	<b>General Data Protection Regulations (GDPR)</b> a) Data Audit i. Review draft document ( <i>copy attached</i> ) ii. Review draft 'Procedures for dealing with, and reporting Personal Data Breaches' ( <i>copy attached</i> ) b) Register of Processing Activities – Update by Clerk c) Old School CCTV – Consider GDPR implications
18/19-307	<b>Other M&amp;F Committee business</b> Opportunity for individual Councillors / Clerk to bring any matter not on the agenda to the Committees attention – for information
18/19-308	<b>Date of next Meeting</b> Agree
18/19-309	<b>Closure of meeting</b>