

MARKET LAVINGTON PARISH COUNCIL

Clerk: Mrs Carol Hackett, 23 Orchard Close, West Ashton. Wiltshire. BA14 6AU.
Tel: 01225 760372 or Email: marketlavpc@gmail.com

Minutes of the **Management & Finance (M&F) Committee Meeting**
Of the Parish Council
Held on Tuesday 24th April 2018
At 7.03pm in the Old School, Market Lavington

Councillors Present: Cllr Padfield (Chairman), Cllr Steele, Cllr Osborn and Cllr Myhill.

In attendance: Carol Hackett (Parish Clerk).

	AGENDA ITEM																		
17/18-437	Apologies for Absence Cllr Davis had sent apologies due to personal commitments, which were accepted.																		
17/18-438	Declarations of Interest and Dispensations to Participate There were none.																		
17/18-439	Minutes of Council Management & Finance Committee meeting The minutes of the Management & Finance committee meeting held on the 14 th November 2017 having been previously circulated to Councillors, were approved and signed as a correct record (proposed Cllr Osborn, seconded Cllr Myhill)																		
17/18-440	Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned and resumed at 7.04pm.																		
17/18-441	<p>Year-end balances 2017/18 To review the year-end balances as at 31/3/18, and consider proposals for carrying forward any unspent provisions into 'Earmarked Reserve' (as per financial regulations para. 4.3) - The Clerk referred to the document circulated to members before the start of the meeting, which detailed the year-end balances for each of the cost centres, the recommendations put forward by the OSH and HRAF committees, and other suggestions for allocating some of the remaining underspent amount. Following a full discussion it was proposed by Cllr Myhill seconded by Cllr Osborn and resolved to make the following recommendations to main Council –</p> <ul style="list-style-type: none"> • That approval is given for £10,359.39 of the Revenue Budget 'under-spend' for 17/18 to be carried forward to 2018/19 and allocated to 'Earmarked Reserve' as follows - <table style="margin-left: 40px;"> <tr> <td style="padding-right: 10px;">£4,011.46</td> <td>OSH contingency (includes £655.09 to cover 17/18 insurance expenditure)</td> </tr> <tr> <td>£ 442.91</td> <td>HRAF Insurance contingency (to cover 17/18 expenditure)</td> </tr> <tr> <td>£1,500.00</td> <td>Footpath lighting contingency</td> </tr> <tr> <td>£1,115.88</td> <td>Elisha Field gates contingency</td> </tr> <tr> <td>£ 547.03</td> <td>Admin insurance contingency (to cover 17/18 expenditure)</td> </tr> <tr> <td>£ 75.00</td> <td>Clerk contingency (to cover 17/18 expenditure)</td> </tr> <tr> <td>£2,073.11</td> <td>PWLB contingency (to cover 17/18 expenditure)</td> </tr> <tr> <td>£ 480.00</td> <td>Youth Facilities contingency (to cover 17/18 expenditure)</td> </tr> <tr> <td>£ 114.00</td> <td>Neighbourhood Plan contingency</td> </tr> </table> <p>(As agreed previously, appropriate expenditure for 2018/19 will be debited from the 'Earmarked Reserve' account in the first instance, before the main budget cost centre)</p> <ul style="list-style-type: none"> • That approval is given to re-name the existing 'Play Area Fund' Earmarked Reserve to 'Broadwell Play Area Fund'. 	£4,011.46	OSH contingency (includes £655.09 to cover 17/18 insurance expenditure)	£ 442.91	HRAF Insurance contingency (to cover 17/18 expenditure)	£1,500.00	Footpath lighting contingency	£1,115.88	Elisha Field gates contingency	£ 547.03	Admin insurance contingency (to cover 17/18 expenditure)	£ 75.00	Clerk contingency (to cover 17/18 expenditure)	£2,073.11	PWLB contingency (to cover 17/18 expenditure)	£ 480.00	Youth Facilities contingency (to cover 17/18 expenditure)	£ 114.00	Neighbourhood Plan contingency
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17/18-442	Terms of Reference for Event Advisory Committee Members reviewed and considered the draft document prepared by the Clerk and circulated with the agenda papers. Following a full discussion, during which a number of amendments to the document were agreed, it was proposed by Cllr Steele																		

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	<p>seconded by Cllr Padfield and resolved to make the following recommendation to main Council –</p> <ul style="list-style-type: none"> • That approval is given to adopt the amended Event Advisory Committee Terms of Reference (copy to be provided to all Councillors).
17/18-443	<p>New General Data Protection Regulations (take effect from 25/5/18) Review guidance received to date and consider what actions need to be taken by the Parish Council to comply with the new regulations – The Clerk and Cllr Myhill briefed members on the recent training sessions that they had attended, noting that there was still some conflicting advice being received. Although it was recognised that the new Regulations come into effect from 25/5/18 reference was made to the statement from the ICO Commissioner provided to NALC ‘<i>The Commissioner has said previously that the GDPR is a journey rather than a destination. She will be looking to councils to demonstrate that they are committed to making progress towards embedding the right processes and procedures. She wants to reassure councils that if they have a positive attitude to finding practical solutions to some of the challenges of implementation, they will find a pragmatic, fair and proportionate regulator</i>’. With this in mind, members reviewed the most recent guidance received from NALC/WALC and Wiltshire Council. Following a full discussion the following actions were agreed –</p> <ul style="list-style-type: none"> ➤ Clerk to carry out a ‘data audit’ using the template provided by NALC, to be considered at next M&F Committee meeting. ➤ Clerk to prepare ‘register of processing activities’ using the template provided by NALC, to be considered at next M&F Committee meeting. ➤ Clerk to prepare draft ‘Privacy Notice’, to be considered at next M&F Committee meeting. ➤ Clerk to prepare draft ‘Consent Form’, to be considered at next M&F Committee meeting. <p>Appointment of ‘Data Protection Officer’ (DPO) – It was recognised that the new regulations detailed the requirement for the Council to appoint a DPO, however, recent communication from NALC (18/4/18) had reported that ‘<i>they were working with the ICO and others to establish sensible arrangements for the requirement to appoint a DPO and would provide further updates as discussions progress</i>’. In light of this information, it was therefore proposed by Cllr Myhill seconded by Cllr Padfield and resolved to make the following recommendation to main Council –</p> <ul style="list-style-type: none"> • That a decision regarding the appointment of a DPO be deferred until after further updates received from NALC.
17/18-444	<p>Santander Parish Council Bank Account The Clerk noted that the current balance on this account was £3,280.01 with £5.13 interest having been received in 2017/18. Following a full discussion it was recognised that the account was only generating minimal interest income, and that it would be helpful to have all the Parish Council funds under one banking organisation, making them easier to access. It was therefore proposed by Cllr Myhill seconded by Cllr Padfield and resolved to make the following recommendation to main Council –</p> <ul style="list-style-type: none"> • That approval is given to close the Parish Council bank account held with Santander and transfer the closing balance to the Council’s Lloyds bank account.
17/18-445	<p>Internal Audit</p> <p>a) Review and consider the Internal Audit report for the year ending 31/3/18 – The Clerk referred to the report which had been circulated to members prior to the meeting, which apart from administrative elements highlighted, had concluded that the Clerk and Council continue to operate adequate and effective internal control arrangements. Members considered the recommendations made by the Internal Auditor and agreed the actions to be taken in response. It was therefore proposed by Cllr Osborn seconded by Cllr Myhill and resolved to make the following recommendations to main Council -</p>

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	<ul style="list-style-type: none"> • To note and accept receipt of the Internal Auditors report (copy to be provided to all Councillors) • To approve the actions to be taken in response to the Internal Auditors recommendations <p>b) Consider appointment of Internal Auditor for the 2018/19 financial year - It was proposed by Cllr Osborn seconded by Cllr Myhill and resolved to make the following recommendation to main Council –</p> <ul style="list-style-type: none"> • To approve the appointment of Auditing Solutions Ltd as the Parish Council's Internal Auditor for 2018/19.
17/18-446	<p>Annual Governance and Accountability Return (AGAR)</p> <p>a) Review effectiveness of the system of internal control – ‘Governance, Finance and Management Risk Register’ - Members reviewed the document which had been circulated with the agenda papers. Following a full discussion, during which minor amendments were made to para. 6, it was proposed by Cllr Steele seconded by Cllr Padfield and resolved to make the following recommendation to main Council –</p> <ul style="list-style-type: none"> • That approval is given to adopt the amended ‘Governance, Finance and Management Risk Register’ (copy to be provided to all Councillors). <p>b) Review the wording of all the assertions in Section 1, the Annual Governance Statement and consider responses – Having already reviewed the Internal Audit Report and effectiveness of the system of internal control for the Parish Council, members were in a position to consider the responses to be submitted on the Annual Governance Statement. Following consideration of all the statements, it was proposed by Cllr Padfield seconded by Cllr Myhill and resolved to make the following recommendation to main Council –</p> <ul style="list-style-type: none"> • To review the findings of the Management and Finance Committee review and consider approval for responding positively (Yes) to statements 1 to 8 in Section 1, the Annual Governance Statement (statement 9 refers to Trust Funds and is therefore N/A). (Copy of Annual Return to be provided to all Councillors).
17/18-447	<p>Other M&F Committee business</p> <p>Cllr Myhill referred to the draft response prepared on behalf of the Parish Council, to the Wiltshire Council Proposed Traffic Regulation Order consultation as discussed at the recent Parish Council meeting. Members reviewed the response and confirmed that it was as agreed at the meeting – ACTIONS – Clerk to submit response to Wiltshire Council.</p>
17/18-448	<p>Date of next Meeting To be arranged.</p>
17/18-449	<p>Closure of meeting There being no further business the meeting was closed at 8.25pm</p>