

NEWICK PARISH COUNCIL

MINUTES of the Meeting of Newick Parish Council Finance and General Purposes (F&GP) Committee held at Newick Sports Pavilion, King George V Playing Field, Allington Road, Newick, on Tuesday 10th October 2017 at 7.00 p.m.

Present: Councillors: B. Horsfall, I. Nesbitt and K. Wrench

In Attendance: Mrs. S. Berry (Clerk)

An audio recording was made of the meeting

- 1. Apologies for Absence** – No apologies had been received.
- 2. Disclosure by Members of personal interest in matters on the agenda, the nature of any interest and whether the Member regards the interest as prejudicial under the terms of the Code of Conduct** – No disclosures were made
- 3. Questions or Statements by Members of the Public**
There were no members of the public present at the meeting.
- 4. Review of Statement of Performance against budget as at end September 2017** – Copies of the Statement of Performance against budget as the end of September 2017 had been circulated prior to the meeting and were noted.
- 5. Risk and Management Controls** – Copies of the Council's Risk and Management Controls document, in which items requiring action had been highlighted, had been circulated prior to the meeting and individual items considered. It was confirmed that the quarterly bank reconciliation, calculation of salary and pension contributions and IT controls had been carried out and were due to be checked by the Chairman of F&GP. **Action Cllr. Horsfall**

The Clerk advised that the quarterly VAT reclaim had not yet been dealt with. **Action Clerk**

It was noted that the Internal Auditor's Interim Review was due to be carried out shortly. The Clerk confirmed that she would make an appointment with the Internal Auditor. **Action Clerk**

It was noted that the Emergency Plan (Community Resilience Plan) was still under review.

6. Policies and procedure to be reviewed

Review of IT back-up procedures – copies of the existing IT back-up procedures had been circulated prior to the meeting and it was agreed that these procedures should be strengthened. Discussion took place about alternative methods of back-up, including external hard drive with automatic back-up and cloud storage. It was agreed that Cllr. Wrench would seek further advice on what would be appropriate for the Parish Council and report back at a future meeting. **Action Cllr. Wrench**

Review of Risk Assessment Policy – copies of the Risk Assessment Policy approved October 2016 had been circulated prior to the meeting. It was noted that it contained some out of date information. Copies of the SSALC Model Risk Management Policy were circulated at the meeting and it was agreed that this document covered the Council's requirements and that it should be recommended that the Parish Council should adopt the model policy in place of its existing policy.

Review of East Sussex Pension Fund Discretions – copies of the Parish Council's current discretions under the Local Government Pension Scheme 2014 (East Sussex Pension Fund) had been circulated prior to the meeting and were noted. It was agreed to recommend that there should be no amendment to these discretions at the present time.

7. **Arrangements for Clerk's appraisal, pay review and future staffing issues** – It was noted that the Clerk's annual appraisal was due to be carried out and that arrangements were being made with the Chairman for this to take place prior to the next Parish Council meeting. It was noted that the Clerk was currently being paid at the top of the pay scale for part time Clerks, therefore, the only likely increase would be the nationally agreed cost of living increase with effect from April 2018. A draft report on future staffing issues was circulated at the meeting and the various issues highlighted in the report were discussed. It was agreed not to make any recommendation to the Council until after the Clerk's Annual Appraisal had been carried out.
8. **Community Centre Car Park** - It was noted that the lease for the Community Centre Car Park was due for review. The Clerk agreed to look at the paperwork from when the previous review took place and advise the Council as to what action, if any, needs to be taken. **Action Clerk**
9. **Electronic Banking** – Cllr Wrench reported that he and the Clerk had visited HSBC in Tunbridge Wells. HSBC was able to provide an account with facilities meeting the Council's requirements but this would cost £21 per month. Subsequently another account with Unity Trust Bank, costing £6 per month, had been identified and Cllr. Wrench was arranging to contact the bank by telephone in order to check that it would meet the Council's requirements. **Action Cllr. Wrench**
10. **General Data Protection Regulations** – An initial report summarising the work that would need to be done by the Council in order to comply with General Data Protection Regulations before they came into force in May 2018 was circulated at the meeting. It was recommended that the Council should adopt the SSALC Model Data Protection Policy. The Clerk advised that a Data Protection Officer would need to be appointed and that this may have to be an external appointment. This point would be clarified. **Action Clerk**
Cllr. Horsfall offered to assist in any way that he could in ensuring the Council's compliance with the regulations.
11. **2018/19 Budget** – The first draft of the 2018/19 budget was circulated at the meeting. Some amendments were suggested by members of the committee, including a proposal that the amount to be used from reserves should be increased by £5,000 and the precept request should be reduced by the same amount.
12. **Items for the next agenda** – There were no items proposed for the next agenda.

The Meeting Closed at 8.20 p.m.

Signed.....Dated.....

The Clerk: Mrs SE Berry, 18 Newlands Park Way, Newick, BN8 4PG
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