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| **MARSHFIELD COMMUNITY COUNCIL**  Minutes of the Finance and General Purposes Committee meeting held on 28th March 2018 at Marshfield Village Hall, Wellfield Road, Marshfield, commencing at 7:00 p.m.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Present: Mr Mathew Taylor (Chairman)  Mrs Linda Southworth-Stevens  Mr Ronald Carrie  Mr Mike Rigby    Apologies: None  In attendance: G C Thomas (Clerk/RFO)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **1. Declaration of Interests**  No interests were declared.  **2. Scrutiny of Accounting System and Review of Financial Controls**  Members examined the existing accounting systems and documents and confirmed that systems are being followed and provide adequate control.  **3. Updated Statement of Accounts for Year Ending 31 March 2017**  The Committee examined financial documents including, bank statements, cheque books, paying-in books, PAYE payment book, invoices and receipts to confirm their accuracy when compared to the payments and receipts schedule and bank reconciliation updated to close of business on 23rd March 2018.  The Committee confirmed that the documents were in order and accurately reflected the updated statements.  **4. General Data Protection Regulations**  The Clerk provided details of the changes to data protection regulations coming into force on 25th May 2018. The GDPR will place a greater emphasis on transparency, openness, record keeping and reporting requirements.  The Clerk described the main areas of change and the action taken to date to comply with the requirements:  **Record Keeping** – An Internal register of Processing Activities had been produced and posted on the Council’s website. The subjects of processing had been identified as allotment tenants, Council Members and co-opted committee members and employees.  **Privacy Notices** – Privacy Notices for MCC had been produced and posted on the Council’s website.  **Consent** - Allotment tenants were being asked for consent to be contacted on general allotment matters and Councillors and co-opted committee members will be contacted in future.  **Data Protection Officer** – Will need to be appointed by the Council to oversee data protection. At present, Clerks cannot be designated as a DPO but the ICO has been asked to reconsider this by local council organisations.  The following areas have changed due to the new GDPR and procedures should be adhered to, as required:  **Breaches of Data, Right of Access, Data Privacy Assessments, Privacy by Design, Right to Object to Processing, Right to Erasure, Profiling and Right of Portability.**  ***The Committee made the following recommendations to the Council:***   1. ***To adopt the internal register of processing activities, privacy notices and method of obtaining consent already put into place.*** 2. ***To await further advice before appointing a Data Protection Officer.*** 3. ***To comply with all other requirements of data protection regulations as and when required.*** 4. ***To ensure appropriate insurance cover for data protection matters is included in the Council’s insurance policy.***   **5. Review of Budgets for Year Ending 31 March 2018 and Year Ending 31March 2019**  a) Year Ending 31 March 2018  The Committee examined the record of payments and receipts to date compared against budget headings. It was seen that spending on village hall related matters was £14820 over budget and ground maintenance was £504.64 over budget but other headings were underspent which resulted in a projected overall underspend of £3369.89.  It was recognised that some spending expected in 2017/18 had not been actioned to date but, if the Council agrees to action these matters, they would now be recorded in 2018/19. A significant VAT reclaim had added to budgeted receipts which was projected show an overall increase in receipts of £14567.04.  ***The Committee recommended that there should be no virement in budget headings but any end of year surplus in the Allotment Committee column should be carried over in full and added to the 2018/19 budgeted figure for allotments. Also, any amounts carried forward exceeding the 2017/18 budget should be added to general reserves for 2018/19.***  b) Year Ending 31 March 2019  The Committee examined the agreed budget for 2018/19. Further to the recommendations above, the Committee took account of the Independent Remuneration Panel report and the receipt of a grant to Magpies which required changes to the budget that had been agreed in Council.  ***The Committee recommended that any charges for the 2017 elections should be paid from the ring fenced £5000 and the amount charged should be budgeted to be added to this ring-fenced reserve over the following three years (Local elections in Wales are next due in 2021).***  **6. Risk Assessment Report**  The Clerk had prepared and circulated a risk assessment which identified risks and graded the level of risk, provided a guide on how the risk will be managed or controlled and a review of the measures taken. Additional information had been included as a result of the GDPR changes.  ***The Committee scrutinized the report and concluded that it is appropriate for the Council’s business and recommended that the Council approves and adopts the risk assessment.***  **7. Appointment of Internal Auditor**  The Committee considered the appointment of the internal auditor for the 2018 audit and felt that the standard of reporting, qualifications and impartiality of the internal auditor used last year should permit her appointment for 2018.  ***The Committee agreed to recommend that Kate Richards be appointed for the 2018 internal audit on the following terms of reference:***   1. ***To consider the points set out in appendix 3 on page 151 of the Governance and Accountability Guidance for Local Councils in Wales – Guidance for Internal Audit.*** 2. ***Report to the Council a summary of your findings including any matters of concern.*** 3. ***Complete the relevant sections of the Annual Return***   **8. Independent Remuneration Panel for Wales Report 2018/19**  The Council had ring fenced £2000 in the 2018/19 budget to be used in the event of payments arising from the Report and referred the matter to the Finance & General Purposes Committee with a request to make recommendations on the implementation of the Report.  The Committee noted the discussion in Council and examined the Report and the further advice given by One Voice Wales. The Council’s income and expenditure for 2017/18 placed it into group B of the three bandings for payments to councillors which are either discretionary or mandatory. Where not mandated each determination requires a formal decision by the Community Council annually. A Council can adopt any or all of the non-mandated determinations but if it does make such a decision, it must apply to all its Members. Individual Members may make a personal decision to elect to forgo part or all of the entitlement to any of the payments by giving notice in writing to the proper officer of the Council. The Committee noted that any payments made to individual Members must be published in an annual Statement of Payments.  The Committee recommended that the Council adopts the following policy for financial year 2018/19:  **Mandatory Payments**  **Determination 44: Make a payment to each Member of £150 per year for costs incurred in respect of telephone usage, information technology, consumables etc.**  ***The Clerk should write to each Member to inform them of the availability of the payment. If the Member does not wish to receive payment this will not prevent them claiming reimbursement of reasonable costs such as stationery and printer ink, incurred from time to time, up to £150 per annum.***  **Determination 51: All community and town councils must provide for the reimbursement of necessary costs of the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by Members in order for them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.**  ***The Clerk should inform all Members of the availability of this payment. Members should make a claim to the Clerk and any valid claim will be paid by the Council.***  **Discretionary Payments**  **Determination 48: Community and town councils are authorised to make payments to each of their members in respect of travel costs for attending approved duties. Such payments must be the actual costs of travel by public transport or the HMRC mileage allowance in force at the time.**  ***The Committee recommends that the Council adopts this determination. Claims should be submitted to the Clerk and approved by the Council for payment.***  **Determinations 47, 48, 49 50, 52 and 53**  ***The Committee recommends that the Council does not adopt these determinations. If approved, the recommendation will remain in place until reviewed and apply to all current and new Members.***  ***Meeting ended 20:40*** |  |
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