

Findon Parish Council

**Part I Minutes of the Finance & Governance Committee meeting held on 10 January 2018
at 7.30pm at Findon Village Hall, Findon**

Present: Cllrs Gear (Chairman), Carr, Havenhand and Barnett.

In Attendance: Clerk Miss F MacLeod.

Item No		<u>Action By</u>
FG 18.01	To receive and note apologies for absence	
	Apologies were received from Cllrs Goldsworthy, Mackerell and Smith.	
FG 18.02	To sign as a correct record the minutes of the Finance & Governance Committee meeting held 15/11/2017	
	It was proposed and agreed that the minutes of the Finance & Governance Committee meeting held on 15 November 2017 be approved and signed by the Chairman.	
FG 18.03	Declarations of interest	
	None.	
FG 18.04	Matters arising and actions from the minutes not covered elsewhere on the Agenda	
	None.	
FG 18.05	Public Question Time	
	There were no members of the public or press at the meeting.	
FG 18.06	Review of 2017/18 budget spend	
	The Committee reviewed and noted the spend to date against budget table and individual FPC projects, as previously circulated. No concerns were raised, however Cllr Havenhand reported that the Traffic, Environment and People (TEP) initiative was waiting on West Sussex County Council (WSSCC) regarding signage and any associated costs. An invoice from David Hutchison for consultancy work was expected before the end of the financial year. As 100% of the Operation Watershed grant had been received, it was agreed that a virement could take place for the purchase of additional equipment for the Open Spaces volunteer working group.	
FG 18.07	Budget/Precept for 2018/2019	
	The Committee reviewed the cover report and precept and summary position papers prepared by the Clerk (as previously circulated) following discussion at the Committee meeting held on 15 November 2017. Resolved: that a recommended precept of £43k for the financial year 2018/19 be approved at the Findon Parish Council meeting to be held on 25 January 2018, and a precept request for that amount then be sent to Arun District Council.	FM
FG 18.08	Three to five year Strategic Plan	
	No update available for the meeting. Cllr Havenhand asked that TEP be included in the Plan. The Clerk to contact Cllr Smith regarding progress and potential meeting of the Working Group.	SS FM
FG 18.09	Risk Assessment	
	The Committee reviewed the updated Risk Register (as previously circulated). Attention was drawn to the inclusion of the item regarding	

Signed:

Dated:

	<p>the introduction the new General Date Protection Regulations (GDPR) on 25 May 2018. In response to a question, the Clerk will circulate the approved Open Spaces Risk Assessment documentation to all Committee members for awareness. Cllrs Carr and Henty also monitored volunteers whilst they undertook work.</p> <p>Resolved: that the Finance & Governance Committee approves the Risk Assessment (as circulated) and it be signed by the Committee Chairman.</p>	FM
FG 18.10	Governance Review	
	<p>The Clerk referred to the background for the review and clarified that the Code of Conduct/Register of Interest/declarations of interest already adopted by FPC were still valid.</p> <p>Resolved: that Clerk be instructed to assess any impact on the recently adopted revised Code of Conduct by Arun District Council on existing Findon Parish Council governance documentation and take to a future meeting.</p>	FM
FG 18.11	Need for Part II exclusion of press and public	
	No press and public were in attendance at the meeting.	
FG 18.12	Part I minutes – General Data Protection Regulations (GDPR)	
	<p>The Committee considered the Part II confidential cover report cover and appendices 1 and 2 (as previously circulated to Finance & Governance Committee members only) and agreed items for ratification by Findon Parish Council at its meeting on 25 January 2018. A GDPR training event run by Processmatters2 on 22 February 2018 for parish councillors would be opened up to local organisations/groups/businesses on a ‘first come first serve basis’,</p>	FM
FG 18.13	Items for consideration at a future Committee meeting	

The meeting closed at 8.50pm.

Signed:

Dated: