

FINANCE & GENERAL PURPOSES COMMITTEE

MINUTES OF THE MEETING

held on **Thursday 12 April 2018** at **7.45pm** in the Parish Office

Present:

Councillors Harrison (Chair), Dr Barnard, Mrs Barnard, Fitzwilliams, Ms Healy, Jones and Wilson

In attendance:

Jason Mawer - Parish Clerk

F350. Apologies for absence

There were no apologies due.

F351. Declarations of interest and dispensations

Cllr Dr Barnard declared his standing interest as a borough and town councillor.

F352. Minutes of the meeting of 8 March 2018

The minutes of the meeting held on 8 March 2018 were circulated to members ahead of the meeting. The minutes were proposed by Cllr Ms Healy, seconded by Cllr Fitzwilliams and APPROVED by members present.

F353. Matters arising from the previous meeting

There were no matters arising from the previous meeting.

F354. Financial Report 2017-18

a. To consider the draft financial report

The Clerk explained that work on producing the end of year accounts was now taking place and therefore accounts to the end of February had not been produced.

b. to approve the payment of accounts tabled at the meeting

The following accounts for payment were tabled at the meeting and approved for payment.

Cheque Payments			invoice total
4373	ABA (Construction) Ltd	play area inspections	£123.36
4374	ASS-Tech Design	Allotment planning	£350.00
4375	BTS Ltd	office printing	£113.05
4376	Circle Cleaning Services	contract cleaning - halls	£760.00
4377	Claire Connell	internal audit services	£232.50

4378	Lyreco	office stationery	£54.98
4379	O'Neill Homer	NP final submission documentation	£4,545.60
4380	Suds Window Cleaning	window cleaning	£168.00
4381	Wokingham Borough Council	Printing charges - Wren	£231.32
4382	Stevens Cleaning Services	office cleaning	£49.00
			£6,627.81

F355. Proposed Internal Controls 2018-19

The Clerk circulated to members ahead of the meeting a paper containing proposed internal control for 2018-19. These are internal checks performed by councillors, which take place in addition to checks carried out by the Internal and External Auditors. The Clerk explained that the proposals had been reviewed by the Internal Auditor and were designed to ensure the council met its governance requirements and met the modern needs of the council.

It was proposed by Cllr Harrison, seconded by Cllr Jones and RESOLVED by members present to adopt the proposed internal checks for 2018-19.

F356. Standing Orders and Financial Regulations

The Clerk circulated to members ahead of the meeting a paper containing revisions to the councils Standing Orders and Financial Regulations. The Clerk explained that the documents were adopted in 2015 and had been subject to minor review since that date. A review was due to ensure both documents met the needs of the council and reflected the climate in which the council operates today.

The Clerk advised members that changes were required to meet the requirements of the introduction of the General Data Protection Regulations (GDPR) in May 2018.

Members discussed the proposed changes and agreed that they would recommend the updated documents to council for approval.

Members thanked the Clerk for the work undertaken in reviewing and preparing the two documents.

F357. GDPR policy preparations

The circulated to members ahead of the meeting a paper containing draft policies that the council required to ensure compliance with GDPR. The Clerk explained that the draft policies had been developed by the SLCC in association with the Information Commissioners Office and therefore were compliant with GDPR requirements.

Members discussed the policies and asked questions of the Clerk. The Clerk was asked to ensure the policies would continue to allow the council to discuss commercially sensitive business on a confidential basis. The Clerk would ensure this was reflected.

Members agreed that the Information & Data Protection Policy, the Data Retention Policy, the Transferable Data Policy and the Social Media Policy should be recommended for approval by council. Members agreed to recommend the Model Data Publication Scheme.

It was agreed the Clerk should be delegated to appoint the Data Protection Officer for the council.

F358. Items for Information

The Clerk asked members to approve the purchase of items agreed as part of the 2018-19 budget. It was agreed that the Clerk be authorised to purchase the uninterrupted power supply unit for the councils IT system from BTS and be authorised to purchase two fully automatic defibrillators for the Brownlow Hall and the Whitegrove Community Centre.

F359. To confirm the date of the next meeting

The next meeting will take place at 7.45pm on Thursday 10 May 2018.

F360. Closure of the meeting

There being no further business the meeting was closed at 9.40pm