

## FINANCE & GENERAL PURPOSES COMMITTEE

### MINUTES OF THE MEETING

held on **Thursday 10 May 2018** at **7.45pm** in the Parish Office

**Present:**

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

**In attendance:**

Jason Mawer - Parish Clerk

**F361. Apologies for absence**

Apologies for absence were received from Cllr Ms Dulieu and Wilson

**F362. Declarations of interest and dispensations**

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

**F363. Minutes of the meeting of 12 April 2018**

The minutes of the meeting held on 12 April 2018 were circulated to members ahead of the meeting. The minutes were proposed by Cllr Dr Barnard, seconded by Cllr Harrison and APPROVED by members present.

**F364. Matters arising from the previous meeting**

The Clerk advised members that the defibrillators had been purchased and installed at the Brownlow Hall and Whitegrove Community Centre. The order for the uninterrupted power supply unit had been placed.

**F365. Financial Report 2017-18**

*a. To consider the draft financial report*

The Clerk circulated to members the financial report to the end of March 2018. The reported included the additional information asked for by the committee and included details of inter account transfers. A query was raised concerning two payments due in the 2017/19 year that payment for which payment had not been raised. The Clerk explained that the sums had be accrued in the accounts to be met in 2018/19. The Clerk would check if the transactions had been shown in the 2017/18 accounts. *(post meeting it was confirmed this was the case)*

The financial report was noted. The Clerk advised members that the year end accounts would be considered at the next meeting,

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

There were no accounts for payment tabled at the meeting. Cllr Harrison and Jones signed amendments to standing orders with regard to salary payments.

### **F366. Scheme of Delegation**

The Clerk circulated to members ahead of the meeting a paper containing the draft scheme of delegation. The Clerk explained that the council had for many years delegated functions to committees and officers as permitted by the Local Government Act 1972. These were listed in many different documents from the Standing Orders and Financial Regulations to job descriptions and Committee terms of reference. The scheme of delegation brought together the various statutory functions and delegations granted into one place. This would provide clarity and assurance over the functions carried out by the council, its committees and officers.

Members discussed the contents of the scheme of delegation and acknowledged the benefits of having all the functions in one place. Members queried the annual review requirement and the Clerk explained that Standing Orders required committee terms of reference to be considered and reviewed annually.

Subject to some minor amendments to the text the committee agreed to recommend approval of the document to full council.

### **F367. Asset Register and Risk Register**

The Clerk circulated to members the councils asset register and risk register. Some minor changes had been made to the document and members suggested some other changes for clarity. Subject to the changes being made members agreed to recommend the asset register and risk register to council for approval.

### **F368. GDPR Preparations**

The Clerk updated members on preparations for the implementation of General Data Protection Regulations (GDPR) on 25 May. The Clerk explained that there was now a better understanding of lawful processing data. The council was required to meet at least once condition to lawfully process data. The conditions are:

Consent from the data subject - *where data is used for a specific purpose*

Contract with the data subject – *for example hall hire, allotment hire etc.*

Legal obligations of the council – *e.g. minutes, allotment provision*

Vital Interest of the data subject or someone else – *e.g. in emergency situations*

Public interest – *this is being outlined in the draft Data Protection Bill but includes activity that supports or promotes democratic engagement*

Legitimate Interests – *unlikely to apply to councils as legal obligations are in place*

This means the council does not need to send out consent forms for many of its functions as the data can continued to be process lawfully either on the grounds of having a contract or to meet its legal obligations. Consent would be sought where required.

The Clerk explained to members that the regulations differentiated between the work councillors do as council business or as resident casework. The Information Commissioner treats these differently. The Clerk would be seeking further guidance for members on this subject, particularly with regard to the councillors surgery and residents contacting members directly.

Members were made aware that they must consider security of data held on their personal computers, laptops, phones or tablets. The Clerk would organise for further information for members on their requirements.

Members were advised that preparations for implementation were proceeding and that further work on required procedures, including the handling of data breaches was continuing.

The Clerk advised that the amendment to the Data Protection Bill removing the requirement of parish councils to appoint a Data Protection Officer had been accepted, however, good practice was to appoint an officer. The Clerk had met with Sue Ellis a BALC associate and considered that her appointment would be beneficial to the council and that he was proceeding on this basis as previously authorised by council.

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

### **F369. Items for Information**

The Clerk advised members that faults had been found during regular servicing with the water heaters at the Whitegrove Community Centre. As this was health and safety issue the Clerk authorised the repairs and replacements required and notified the Chairman of the Facilities Committee of his actions.

The Clerk advised members that Cllr Jones had completed the monthly bank reconciliation checks ahead of the meeting and had signed the required documents as per the new internal control arrangements.

The Clerk circulated to members a list of regular payments for authorisation and members agreed to recommend the list for approval to full council.

**F370. To confirm the date of the next meeting**

The next meeting will take place at 7.45pm on Tuesday 22 May 2018.

**F371. Closure of the meeting**

There being no further business the meeting was closed at 9.39pm