

MINUTES OF THE MEETING OF ASHURST WOOD FINANCE AND ADMINISTRATION COMMITTEE MEETING held on Tuesday 20th March 2018, 7.45 pm at Council's Meeting Room.

PRESENT: Cllrs: Margaret Bussell (Chair), Rob Bright, Jenny Forbes, Brian Phillips and Jonathan Samways.

IN ATTENDANCE: Caroline Leet (Clerk)

MEMBERS OF THE PUBLIC: 0

The Chairman opened the meeting and welcomed everyone.

Responsibility of

173. **Public Questions**
None.

174. **Apologies for absence**
Cllrs Loveday and Wailes apologies were received and **resolved; the reasons were accepted.**

175. **To receive Declarations of Interests from Members in respect of any matter on the agenda**
None.

176. **To confirm the Minutes of the meeting of the Committee held 16th January 2018**
The minutes were **approved as an accurate account of the meeting.**

177. **Clerk's Report**

The Clerk's report was received. Cllr Bussell noted that the office would be closed 28th and 29th March as the Clerk and Assistant Clerk had hours' time owed and annual leave to be taken before the end of the financial year.

a **To receive bank reconciliations for January and February 2018**

Cllr Bussell confirmed that the bank reconciliations for the Unity Trust bank account, Public Sector Deposit Fund and the FairFX pre-paid cards for January and February had been checked by Cllr Bright or herself and were in order.

178. **To review the expenditure 2017/18**

a **up to 20th March**

The Committee received the Excel spreadsheet with the income and expenditure recorded up to 19th March; 96% through the year.

b **the predicted year-end expenditure**

Cllr Bussell highlighted some of the expenditure codes: Office cost (4020) was yet to include the quarterly charges for the newsletter deliveries, photocopier phone and broadband; Ashstock income (1030) included approximately £900 from the quiz night (held in February) and would be reversed from 2017/18 income in to 2018/19; office equipment (4070) had increased from £1,000 budget to £1,250 to allow for the new television screen and laptop for viewing the planning applications and public viewing access; Village Centre improvements (4085) the heating problem was yet to be resolved and £2,000 had been allocated as a predicted spend, most of this would be carried on to next year's budget.

c **the predicted year-end budget**

The end-of-year income versus expenditure predicted an under spend of £3,858.

d To review the budget for the new financial year 2018/19

Cllr Bussell mentioned:

- War Memorial (4260) and Grants received (1050). Since setting the budget, a grant had been confirmed by the War Memorial's Trust (WMT) of up to 75% of the cost, £2,470 for the cleaning and renovations to the War Memorial. The Village Council at its March meeting resolved to fund the shortfall of £810; using the War Memorial reserves budget (£500) and the general reserves (£310). The other additional cost would be the cutting to the hedge to allow for the renovation work to the rear back wall.
- Car Park resurfacing (4089). The budget was £9k, but it was already known that the project to make good and repair the car park surface following the new Council building was going to be higher than this. The Village Centre Trustees had agreed at their March meeting to make a donation of £10k to the Village Council so that the car park resurfacing could take place as soon as possible. It was hoped that this project would proceed quickly now. It was agreed that a contingency for unforeseeable issues and new bike racks should be factored in.
- Utilities and Grounds maintenance (4022). The budget had been reduced from £800 to £500, but looking at this year's expenditure it should have been set at £800.

Cllr Phillips added that he and the Clerk had met with Robert Lewin, Treasurer for the Village Centre Trustees. Cllr Phillips had kept a record of readings for the solar power generated and the electric used by the hall and the office over the past 18 months and had fed this information in to a programme he had written to calculate the usage taking in to account what was produced by the solar panels. To summarise, it seemed that the village hall used one third of the energy and the office facilities used two-thirds. It was agreed to invoice the Village Council on this basis, two-thirds of the usage. Robert Lewin said that the Village Centre would absorb the cost of the standard charge as they would have to pay this regardless and the water usage was minimal and not worth dividing.

179. : General Data Protection Regulations (GDPR)

Cllr Bussell said that the recent training session on the new General Data Protection Regulations (GDPR) run by Cllr Wailes had been informative and the document which he had provided explained the GDPR principles and actions for the Council nicely. During the session, the following was suggested:

- Data Audit – this must be done and form part of an annual process. Cllr Wailes would prepare the document and Cllr Forbes would review
- Privacy Policy - Cllr Forbes would prepare a draft policy
- GDPR procedure – this would include the reporting breeches. Cllr Wailes would research
- The Council would need to appoint a Data Protection Officer
- The Data Controller is the Council
- Consent needed to be obtained for any activities where an individual can be identified and it must not be ambiguous. Cllr Phillips would draft a consent form for the e-newsletter

Since the session, Cllr Forbes had obtained a copy of the National Association of Local Councils (NALC) GDPR toolkit for local councils which was a useful guide and had some templates for policies and consent. Cllr Bussell said that there was clearly a lot of work to do with the Data Audit and Privacy Policy; both of which needed to be prioritised.

To make recommendations to the full Council for data provisions and policies:

- a **To appoint the Clerk as the Data Protection Officer**
The Committee discussed; it was noted that the Data Protection Officer (DPO) could be an employee though it was still unclear if this could be the Clerk as there could be a possible conflict of interest. The Committee agreed that it was early days and based on the information and advice before them, the Clerk was the obvious person to carry out the role. The Committee **agreed to recommend to the full Council to appoint the Clerk as the Data Protection Officer.** Clerk
- b **To receive a draft privacy policy**
Cllr Forbes said that she had started to draft a Privacy Policy though some resources called this a Privacy Notice. She said that she had looked at the NALC templates and the Society of Local Council Clerks (SLCC) was expected to issue advice and templates by early April. The Committee agreed that a draft Policy should be presented to the full Council for its May meeting. JF
- c **To consider the GDPR reporting process**
Cllr Forbes reported that she had spoken to Cllr Wailes who had said that the process for reporting any breach was on the information Commissioner's Office (ICO) website and that most Privacy Policies were directing complaints to the ICO website. The advice would be to do the same in the Council's Privacy Policy as this information would be the most current.
- d **To receive the first view of the data audit**
Cllr Bussell advised that Cllr Wailes had started the Data Audit and he was working with Cllr Forbes and the Clerk. A report would be presented to the April Council meeting. DW/ Clerk
180. **To receive the draft revised Health and Safety policy**
Cllr Samways referred to the draft Health and Safety Policy which he had circulated for comments. Cllr Bussell suggested everyone should look at it and comment direct to Cllr Samways. If there were no significant issues, to present to the full Council once updated; the Committee **agreed.** JS/Clerk
181. **Any Items for reporting or inclusion on future agenda**
Cllr Forbes informed members that there was a current issue with the Council's website which was being looked at by Cllr Wailes and the Clerk. It was agreed that an update on the Council's website should be reported to the next full Council meeting. Clerk
182. **Date of Next Meeting – Tuesday 19th June 2018**

Meeting was closed at 20:13

Chairman.....

Date.....