

ST BRIDES MINOR COMMUNITY COUNCIL



MINUTES OF THE FINANCE COMMITTEE MEETING OF ST BRIDES MINOR COMMUNITY COUNCIL HELD ON MONDAY 6TH FEBRUARY 2018 AT 6.00 PM AT SARN LIFE LONG LEARNING CENTRE

PRESENT

Councillors: E Jones (Chair)
Y Nott
F Watkins

Apologies: P Harris
D Lewis

Clerk: Ann Harris

Public: No public in attendance

Minute No:

35FC/17-18 **ITEM 2 TO RECEIVE DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST, IF ANY, FROM MEMBERS IN ITEMS ON THE AGENDA**

No declarations of interest were received.

Resolved: This was noted.

36FC/17-18 **ITEM 3 TO RECORD THE ACCURACY OF THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 7TH NOVEMBER 2017**

The Minutes were approved as a true record of the meeting and the Chair signed the Minutes.

Resolved: This was noted.

37FC/17-18 **ITEM 4 MATTERS ARISING FROM THE NOVEMBER 2017 MEETING**

Insurance:

The Clerk had been asked at the November 2017 meeting to find out if the Community Council's water bowser was included on their insurance policy as a named item and how much it is insured for. The Clerk reported that it was a named item and it is insured for £3,214.53. 3 other items are also named on the policy and the Clerk updated Members on the items and their insured value.

Noticeboards:

Also at the November 2017 meeting the Clerk had been asked to find out if it would be possible to obtain keys to the Communities First noticeboards to enable the Community Council to display their published documents in them.

Resolved: The information and action of the Clerk was noted. The Clerk was asked to remove the computer as a named item on the insurance policy and to arrange for the Chair's chain to be revalued.

38FC/17-18 **ITEM 5 TO REVIEW ANY RISKS TO THE BUDGET FOR 2017/18**

The budget monitoring sheet showing the January expenditure and the balance carried forward to February 2018 were tabled. There were no risks to the budget for 2017/18. The External Auditor's invoice has been received. As previously explained, this will result in an overspend on the audit budget figure of £215.50.

Resolved: The information was noted.

39FC/17-18 **ITEM 6 TO CONSIDER THE ENGAGEMENT OF THE INTERNAL AUDITOR FOR THE 2017/18 AUDIT**

The Clerk tabled a pro forma letter that should be sent to the Internal Auditor when engaging their Services. It was quite lengthy and she reminded Members that the Internal Audit would be the topic for the External Audit this year. The Clerk had obtained 3 quotations for the services required and these were discussed.

Resolved: It was agreed to recommend to Full Council to engage the services of Mr N Davies.

40FC/17-18 **ITEM 7 TO CONSIDER THE PROVISION OF GARDENING SERVICES FOR 2018/19**

A template to complete in order to quote for the gardening services required for 2018/19 had been given to the current gardener and two other companies and the Clerk was awaiting the quotations.

Resolved: The information and action of the Clerk was noted.

41FC/17-18 **ITEM 8 TO DISCUSS THE T&CC FUND APPLICATION 2018/19**

The deadline for applications to the fund is 22nd February 2018. The conditions for applications was tabled and noted.

The grant form asks the applicant to identify any links with BCBC's Corporate Priorities, namely:

- Supporting a Successful Economy
- Smarter Use of Resources
- Helping People to be more Self-Reliant

Resolved: The Clerk was asked to include details of how the Memorial Car Park is a resource for children and guardians of pupils of the school, it helps people to be self-reliant and not depend on public transport, it is very well used and a proper surface would benefit all and it will help ease the burden and danger of parking on the highway at the start and end of the school day.

42FC/17-18 **ITEM 9 TO DISCUSS THE GENERAL DATA PROTECTION REGULATION WHICH COMES INTO FORCE ON 25TH MAY 2018 AND THE ACCOMPANYING NEW DATA PROTECTION ACT WHICH REQUIRES A DATA PROTECTION OFFICER TO BE APPOINTED**

This affects paper records, email and the website and it's not yet clear if the Clerk can also be the DPO the Community Council are waiting for clarity from OVW and the SLCC on this matter. It is unlikely that the Clerk can be the DPO as the role calls for expertise in Data Protection.

Changes to the current system:

- Responses to requests are now to be given in 1 month (previously 40 days)
- Previously could charge £10 for information but from May the CC can't charge
- Can't use pre filled tick boxes on forms as the person completing the request must tick the box themselves
- There will be a Right to be Forgotten - a person has a right to request that all information held on them is destroyed but there are exceptions
- Any data breaches must now be reported within 72 hours
- People now have a right to be informed, this could become a problem where people who make vexatious complaints are concerned

Advice Given to the Clerk to start the Process:

- To start making a list of what personal data is held
- To list why it's held?
- To list who can access it?
- To decide if it be destroyed? A guide would be that if you haven't looked at files for 12 months you don't need them. However minutes and agendas must be kept for time infinitum and reports must be kept for 6 years.
- Not how secure the information is?
- Consider putting a retention policy in place

Resolved: The information given by the Clerk was noted and the Clerk would look at putting a Retention Policy in place. It was also noted that if the Clerk is not able to be the DPO then these specialist services would be at a cost to the Community Council and the Clerk had obtained a quotation as a guide of £660.

43FC/17-18 ITEM 10 TO CONSIDER THE STAFF APPRAISAL DUE MARCH 2018

The Clerk's review date, as set out in her Contract of Employment, is 14th March 2018 and this will be carried out by the Chair. The Clerk tabled a copy of an ACAS self-appraisal form which could be used for this purpose.

It was noted that the Clerk's salary is aligned to a salary point as set out in the National Agreement on Salaries and Conditions of Service of Local Council Clerks and that information has been received that from April 2018 there is likely to be a 2% increase. This will result in a salary increase of £171.60 per annum which is already built into the budget for the coming year.

Resolved: The information given by the Clerk was noted.

44FC/17-18 ITEM 11 ITEMS FOR THE NEXT FINANCE COMMITTEE MEETING

Resolved: There were no items suggested for the agenda of the next meeting and therefore it was agreed to keep this open to include anything that may arise in the time between meetings, with the Chair's agreement.

The next meeting will take place on Tuesday 5th June at 6.00 pm at Sarn Centre.

The meeting closed at 6.55 pm

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Chair of Council

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9th July 2018