

**WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE POLICY & FINANCE COMMITTEE
MEETING HELD AT GROVE HOUSE ON
MONDAY 23RD APRIL 2018**

Meeting Commenced: 7.00 pm

Meeting Concluded: 7.40 pm

PRESENT: Councillors Clive Webb (Chairman), Mark Canniford, Peter Crew, Clive Darke, James Davis (S), Peter Fox, Catherine Gibbons, Michal Kus, Mike Lyall, Lisa Pilgrim and Robert Payne.

IN ATTENDANCE: Malcolm L Nicholson (Town Clerk), Sarah Pearse (Deputy Town Clerk/Responsible Financial Officer), Fiona Walsh (Acting Finance Officer) Samantha Bishop (Committee Officer),

420	<p>To receive Apologies for Absence and Notification of Substitutes Apologies for absence were received from Councillor Roger Bailey who was substituted by Councillor James Davis.</p>
421	<p>To receive Declarations of Interest There were no declarations of interest received.</p>
422	<p>To approve the minutes of the Policy & Finance Committee meeting held on 19th February 2018</p> <p>The minutes had been previously circulated with the agenda.</p> <p>PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor Mike Lyall</p> <p>A vote was taken and carried. Accordingly it was:</p> <p>RESOLVED: That the minutes be approved and signed by the Chairman.</p>
423	<p>The minutes of the Working Party to Review Expenditure & Governance</p> <p>To note the minutes of the Working Party to Review Expenditure & Governance held on 4th September 2017 (approved) and 6th November 2017 (unapproved) (attached)</p> <p>Both sets of minutes had previously been circulated with the agenda.</p> <p>RESOLVED: That the minutes of the 4th September 2017 and 6th November 2017 be approved.</p>
424	<p>Reference from the Museum and Heritage Sub Committee Worle War Memorial</p> <p>The minute extract from the Museum and Heritage Sub Committee held on 12th April was circulated at the meeting. The recommendation asked the committee to consider how the repairs to the Worle war memorial would be</p>

	<p>funded.</p> <p>The Town Clerk advised that the Worle war memorial was owned by North Somerset Council and that the Town Council had been asked to contribute towards its repairs by the Worle History Society representative.</p> <p><i>Councillor Catherine Gibbons joined the meeting at 7.05 pm.</i></p> <p>The Deputy Town Clerk advised that the Society hoped the repairs would be undertaken by the time of the World War One centenary celebrations and were working with Cara MacMahon Heritage Action Zone Project Officer.</p> <p>Debate ensued.</p> <p>When the issue of the Grove Park war memorial had been brought up 18 months previously, it was because of its importance and significance to the town's history and heritage. Worle war memorial was not the Town Council's responsibility and so the war memorial trust should be able to fund the repairs.</p> <p>A member advised that he had spoken with the North Somerset Council executive members who had confirmed that the repairs did come under Streets and Open Spaces and would be prepared to contribute 50% towards the repairs.</p> <p>The Deputy Town Clerk reported that North Somerset Council had contributed £3,700 towards the Grove Park war memorial which was equivalent to 50% less the grant funding.</p> <p>Debate further ensued regarding the council's responsibility to contribute.</p> <p>It was reported that the opinion of the Worle Neighbourhood Forum was that the Town Council were very central ward focussed and so it would send a good message to contribute something.</p> <p>The suggestion was made that unused revenue provision (2018/2019) for the Grove Park memorial restoration which is no longer needed could be used towards the Worle war memorial instead.</p> <p>PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor Lisa Pilgrim</p> <p>A vote was taken and carried. Accordingly it was:</p> <p>RESOLVED: To underwrite up to 50% towards the Worle war memorial repairs from the prior revenue provision made.</p>
<p>425</p>	<p>Monthly Financial Reports: January and February 2018</p> <p>a) For Approval Schedule of Unapproved Expenditure</p> <p>PROPOSED BY: Councillor Michal Kus SECONDED BY: Councillor Peter Crew</p>

<p>425.1</p>	<p>A vote was taken and carried. Accordingly it was:</p> <p>RESOLVED: That the Schedule of Unapproved Expenditure for January and February 2018 be approved.</p> <p>b) For Noting</p> <ul style="list-style-type: none"> i. Bank Reconciliations ii. Budgetary Control Report iii. Bank Interest Report iv. Schedule of Receipted Income v. Income Analysis vi. Overspend Month End Report <p>PROPOSED BY: Councillor Mark Canniford SECONDED BY: Councillor Peter Crew</p>
<p>425.2</p>	<p>A vote was taken and carried. Accordingly it was:</p> <p>RESOLVED: That reports 5b i – vi for January and February 2018 be noted.</p>
<p>426</p>	<p>General Data Protection Regulation (GDPR)</p> <p>The report of the Town Clerk had been previously circulated with the agenda which made five recommendations to members.</p> <p>The Town Clerk advised that a complex piece of new law was coming into force on the 25th May 2018. The intention was to better manage records especially in respect of personal data and give more protection to individuals. With the help of Microshade the Town Clerk had developed a Data Protection Policy which had been circulated with the agenda. A number of further policies, procedures and privacy notices needed to be developed and implemented.</p> <p>A data protection officer (DPO) needed to be appointed to monitor and oversee compliance with the GDPR. The DPO could not be the Town Clerk or the Responsible Financial Officer. At this time, it was recommended that an external body undertake the role as it would involve a huge amount of work for the first year or two. In time, once the policy was implemented and had settled down it could then be brought back in house and added to an officer's job description such as the Finance Officer.</p> <p>Offers to act as data protection officer had been received from North Somerset Council at an annual cost of £1,875 + VAT and Microshade at an annual fee of £995.00 + VAT. Microshade had appointed a parish clerk, Paul Russell, to offer this service.</p> <p>The Town Clerk therefore commended his recommendations to members.</p> <p>Debate ensued.</p> <p>The question was asked whether appointing Microshade as the council's IT provider may cause a conflict of interest. In response to this, the Town Clerk explained that it would be in Microshade's interest that the council was</p>

	<p>compliant and informed of the severe penalties potentially involved if data protection was breached.</p> <p>In answer to a question, the Town Clerk advised that a wide range of people would need to be written to including customers, employees, volunteers, people on mailing lists and councillors. This could be done electronically to in many cases minimise cost.</p> <p>A member suggested consulting with other councils on how they planned to handle it so not to create unnecessary work.</p> <p>In reply, the Town Clerk advised that a lot of advice on the subject had been offered by other parish and town council sector bodies such as NALC, SLCC and Ellis Whittam. The council had followed this advice and had undertaken an audit of information which would be used to form a register.</p> <p>It was asked whether, in the case of no replies, this would result in removal of information. The Town Clerk explained that everybody who had personal information held by the council would be notified. Where the information was required for statutory or contractual purposes consent would not be needed; it was mainly the forms from people on marketing lists, for example for the Theatre, Museum or Love Weston, which would need to be completed and returned to indicate express consent.</p> <p>PROPOSED BY: Councillor Michal Kus SECONDED BY: Councillor Peter Crew</p> <p>A vote was taken and carried. Accordingly it was:</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That the attached Data Protection Policy be approved. 2. A new Data Retention Policy, Schedule of Data Processing, Subject Access Request Procedure and Data Security Incident Procedure be developed and put in place by the Town Clerk. 3. Appropriate Customer, Resident, Employee, Volunteer and Councillor Privacy Notices be developed and put in place by the Town Clerk. 4. The Town Clerk be authorised to amend the above policies, procedures and notices as required. 5. Microshade VSM (Paul Russell) be appointed as the Council’s Data Protection Officer.
<p>427</p>	<p>Final Earmarked Reserves</p> <p>The report of the Deputy Town Clerk had been previously circulated with the agenda.</p> <p>The Deputy Town Clerk advised of a change to the Planned Property Maintenance (PPM) – Compliance and additions of the Blakehay Live Shows and Tourism budgets.</p> <p>PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor Michal Kus</p>

	<p>A vote was taken and carried. Accordingly it was:</p> <p>RESOLVED: To approve the recognised Earmarked Reserve requirements for the year 2017/2018 – noting confirmed final year end figures for the Heritage Lottery Fund project, PPM and month 12.</p>
<p>428</p>	<p>Internal Audit Interim Report</p> <p>The Internal Audit Interim Report had been previously circulated with the agenda.</p> <p>The Deputy Town Clerk advised of a clean audit report with a minor suggestion that all invoices should be filed in alphabetical order, which would be implemented by the Finance team.</p> <p>The Deputy Town Clerk had challenged the auditor in the area of staff pensions and the % contribution paid by 3 members of staff in 1 month which had been conceded.</p> <p>PROPOSED BY: Councillor Michal Kus SECONDED BY: Councillor James Davis</p> <p>A vote was taken and carried. Accordingly it was:</p> <p>RESOLVED: That the Internal Audit Interim Report be approved.</p>
	<p>There being no further business, the Chairman closed the meeting at 7.40 pm</p>

Signed..... Dated.....
 Chairman