

NEWICK PARISH COUNCIL

MINUTES of the Meeting of Newick Parish Council Finance and General Purposes (F&GP) Committee held at Newick Sports Pavilion, King George V Playing Field, Allington Road, Newick, on Tuesday 10th April 2018 at 7.00 p.m.

Present: Councillors: B. Horsfall, I. Nesbitt, and M. Thew

In Attendance: Mrs. S. Berry (Clerk)

An audio recording was made of the meeting

- 1. Apologies for Absence** – Apologies had been received from Cllr. K Wrench.
- 2. Disclosure by Members of personal interest in matters on the agenda, the nature of any interest and whether the Member regards the interest as prejudicial under the terms of the Code of Conduct** – No disclosures were made
- 3. Questions or Statements by Members of the Public**
There were no members of the public present at the meeting.
- 4. Review of Statement of Performance against budget as at end March 2018** – Copies of the Statement of Performance against budget as at the end of March 2018 had been circulated prior to the meeting and were noted. The Clerk was asked to check whether all the rents due for 2017/18 had been received. **Action Clerk**
- 5. Risk and Management Controls** – Copies of the Council's Risk and Management Controls document, in which items requiring action had been highlighted, had been circulated prior to the meeting and individual items considered. It was confirmed that the quarterly bank reconciliation, calculation of salary and pension contributions and IT controls had been carried out and had been checked by the Chairman of the Finance & General Purposes Committee.

The Clerk advised that the quarterly VAT reclaim would be submitted to HMRC shortly once the transactions from the Sports Pavilion accounts had been incorporated into the system.

Action Clerk

- 6. Policies and procedure to be reviewed**
Review of IT back-up procedures – It was noted that IT back-up procedures were still under review and were being considered alongside preparation for General Data Protection Regulation and the review of the Business Continuity Plan (see below). **Action Clerk**

It was noted that there had been no further progress on the updating of the Emergency Plan
Action Cllrs. Horsfall and Sheppard

Copies of the Council's Financial Regulations with some minor alterations based on the NALC Model Financial Regulations 2016 had been circulated prior to the meeting. It was agreed to recommend that the Parish Council should adopt the amended Financial Regulations as circulated.

Copies of the Council's Grant Awarding Policy with some proposed amendments had been circulated prior to the meeting. It was agreed to recommend that the policy should be amended to state that grant applications would be accepted at any time and would be considered at the Parish Council meeting following receipt.

Copies of the Council's Freedom of Information Scheme containing minor amendments had been circulated prior to the meeting. It was agreed to recommend that the amended policy should be approved by the Parish Council.

A draft review of the effectiveness of the System of Internal Control had been circulated prior to the meeting. It was agreed to recommend that the Parish Council should approve this document as part of its annual review of governance .

It was noted that the Clerk was in the process of updating the Business Continuity Plan and that systems for secure storage of passwords, encryption of the PC laptop and any USB drives were under investigation. Cllr. Nesbitt agreed to find out some more information about encryption. **Action Cllr. Nesbitt**

It was noted that in the absence of the Clerk/RFO any urgent payments would need to be made by cheque.

Copies of the Council's policy for Signs, Notices etc. containing some minor amendments had been circulated prior to the meeting. It was agreed to recommend that the Parish Council should approve the amended policy.

7. **General Data Protection Regulation (GDPR)** – A report from the Clerk detailing the implications of the forthcoming GDPR for the Parish Council had been circulated prior to the meeting along with completed Data Audit and Impact Assessment. It was noted that there was still work to be done and that some of this would not be completed before GDPR came into force on 25th May 2018. The Clerk advised that in order for the Parish Council to be GDPR compliant it would need to appoint a Data Protection Officer and to continue to work on issues identified in the Impact Assessment. It was agreed to recommend that the Parish Council should subscribe to the fractional Data Protection Officer Service offered by Satswana Ltd. (company identified and endorsed by Sussex & Surrey Association of Local Councils) at a cost of £150 per annum. It was also agreed to recommend that GDPR training should be organised for members of the Parish Council.
8. **Government Consultation on Standards in Public Life** – Details of the Review of Local Government Ethical Standards: Stakeholder Consultation had been circulated prior to the meeting. It was agreed to recommend that members of the Parish Council and the Clerk should respond individually to this consultation.
9. **Review of Term of Reference** – The Terms of Reference for the Finance & General Purposes Committee had been circulated prior to the meeting. It was agreed to recommend that, subject to some minor amendments including deletion of reference to a business plan and addition of the monitoring of data protection issues, the Terms of Reference should be approved.
10. **Items for the next agenda** – there were no items requested for the next agenda.

The Meeting Closed at 7.49 p.m.

Signed.....Dated.....

The Clerk: Mrs SE Berry, 18 Newlands Park Way, Newick, BN8 4PG
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