

COLDEN COMMON PARISH COUNCIL
MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE
HELD ON MONDAY 28th FEBRUARY 2018 AT 7.30PM IN THE
COMMUNITY CENTRE, ST VIGOR WAY COLDEN COMMON

Present Cllr Steve Badham
Cllr Maggie Hill
Cllr Laurence Wilks

Cllr Richard Izard
Cllr Alex Loughran

Apologies

In attendance Debbie Harding (Clerk)
Sophie Thorogood

F 30/17 APOLOGIES FOR ABSENCE

No apologies were made

F 31/17 TO APPROVE THE MEETING MINUTES HELD ON THE 18th
DECEMBER 2017

The minutes of the meeting held on the 18TH December 2017 were circulated prior to the meeting and it was resolved to accept them as a true record of the meeting, proposed by Cllr Izard, seconded by Cllr Hill and carried.

F 32/17 UPDATE ON MINUTES, CORRESPONDENCE AND OTHER
RELEVANT MATTERS NOT INCLUDED ELSEWHERE ON THE
AGENDA INFORMATION ONLY

The CIL monies for 44 Spring Lane have been paid to the Parish. We received £2562.38 instead of the £3035 forecasted. The Clerk has asked WCC why the £472.62 shortfall. It is because we are not entitled to 15% of the late payment charges and surcharges only the interest.

The Clerk is still awaiting the details of the additional premium for the insurance of the tennis courts. This has been chased.

The young driver has been removed from the Van policy resulting in £180 refund on the premium paid.

F 33/17 TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC

No members of the public were present.

F34/17 TO RECOMMEND TO THE FULL PARISH COUNCIL TO APPOINTMENT OF JOHN MURRAY AS THE INTERNAL AUDITOR ON A 3-YEAR ROLLING CONTRACT.

A draft appointment letter was circulated to the Councillors which detailed the selective assessment scope of the appointment based on relevant procedures and controls. The assessment is based on the Annual Internal Audit Report, internal control objectives contained in the Local Councils Annual Governance and Accountability Return, and the Practitioners Guide entitled "Governance & Accountability for Smaller Authorities in England & Wales

It was resolved to recommend to the Full Parish Council to appointment of John Murray as the internal auditor on a 3-year rolling contract. Proposed by Cllr Steve Badham, seconded by Cllr Hill and carried.

Subject to appointment by the Full Parish Council, a provision date has been agreed for the internal audit on Monday 21st May at 2.30pm

F 35/17 TO REVIEW THE YEAR END BUDGET MONITORING STATEMENT FOR THE FINANCIAL YEAR 2017-2018

A budget monitoring statement was circulated for the year end position.

The Parish is forecasting a year end surplus of £11,914, against a budget of £34,000 deficit funded from reserves.

This forecast includes unbudgeted income of £15k from litigation, £2.5K of key man cover from the insurance claim for grounds cover and unbudgeted CIL funds of £38,636. £35,983 of the CIL money is contained in next year's budget for Sandyfields, but it is due to be paid on the 5th March 2018.

The Council had already authorised increased expenditure to budget on the office refurbishments costs. The costs will be close to £23,176 against a budget of £12,000.

Overall, we have £53K unbudgeted income, with £4,000 unbudgeted costs relating to that income (net additional income to budget of £49K)

We had a budgeted deficit of £34K, with authorised additional costs of £11K (Total deficit £44k).

Therefore, the adjust yearend forecast should be £4K surplus against an actual forecasted surplus of £11,914.

This forecast Includes a grant from Recreation ground charity of £3,000k towards the maintenance costs of maintaining the ground.

Risks to this forecasted position is the failure of 4 bulbs in the car park lighting.

F36/17 TO DISCUSS THE DISPUTED OWNERSHIP OF EQUIPMENT ON THE PARISH COUNCILS ASSET REGISTER AND RESOLVE ANY FURTHER ACTIONS

The Clerk has e-mailed the Bowls Club asking them for confirmation of which bits of kit they believe they own and evidence to substantiate that.

The Clerk has received an e-mail from the Chairman of the Bowls Club, declining the offer of a license for the 2018 season with a peppercorn rent. The Bowls Committee are due to meet on Friday, and the Club will feed back to the Council after this date.

F 37/17 TO REVIEW THE LIST OF SIGNATORIES ON THE LLOYDS BANK ACCOUNT AND RECOMMEND ANY CHANGED TO THE FULL PARISH COUNCIL

It was resolved to recommend the Parish Council to remove Jean Bligdon and Patrick Hunter from the list of signatories with Lloyds Bank, leaving Cllrs Badham, Izard, Hill, Wilks, Glasspool as signatories

The Clerk and Asst Clerk to be an administrator, proposed by Cllr Steve Badham seconded by Cllr Izard and carried.

F 38/17 TO CONSIDER THE INDEPENDENT REVIEW OF PARISH COUNCILS REMUNERATION PANEL AND MAKE A RECOMMENDATION TO THE FULL PARISH COUNCIL IN RESPECT OF ALLOWANCE PAYMENTS

The independent remuneration panel recommendations were circulated prior to the meeting. The recommendation is that duly "elected" (not co-opted) Parish Councillors receive 5% of the WCC basic allowance for Councillors of £5,580. Which is £279 per annum. For 12 elected Councillors, this would be annual unbudgeted cost to the Parish Council of £3,336. If the Parish has unopposed elections in May, those Councillor who applied as part of the election process take office as unopposed elected Councillors (not co-opted)

The recommendation from the Finance Committee is that the Parish Council resolve to refuse an allowance for 2018-2019 and consider this matter again as part of the budget process in September 2018. Proposed by Cllr Steve Badham and carried.

F 39/17 TO RECEIVE AN UPDATE FROM THE CLERK ON THE GENERAL DATA PROTECTION REGULATION (GDPR) WHICH COMES INTO FORCE ON 25TH MAY 2018

Data Protection regulations (GDPR) comes into effect from 25th May.

The Clerk has attended two training courses, the most recent a webinar hosted by the Society of Local Council Clerks. Cllr Loughran also attended this training.

GDPR is an It's EU legislation aimed to harmonise data trade across the EU, enhance individual's rights in the use of their data, and put stricter penalties in place for non-compliance.

After Brexit, the UK Data Protection Bill will be in force which GDPR will be copied into.

Obligations

- Document your lawful basis before you begin processing any personal information
- Privacy notices that appear before you process information including your lawful basis and purpose for processing
- Have contracts in place with all your suppliers (Mailchimp, Dropbox)
- Adhere to industry codes of conduct
- Complete data risk assessments
- Ensure additional safeguards for data transfer outside of the EU
- Breaches must be reported within 72 hours, and high-risk breaches must be reported to data subjects too
- Systems and operations must be secure.

The Clerk will be drafting a data protection policy, an audit of data held and a risk assessment and action plan.

It was suggested that Councillors should delete all data from their personal computers and destroy parish papers and let the Parish Office store all the information securely and in line with GDPR guidelines.

F 40/17 TO RESOLVE THE LIST OF SIGNATORIES FOR THE OPENING OF THE HSBC ACCOUNT

At least other bank account is required to allow the parish finances to remain within the FSC compensation limit of £85K. On researching an HSBC account, the Clerk found the internet banking they provide does not comply with the Parish Councils financial regulations.

After research the Clerk found that a savings account with Unity would be free of charge and has security that meets our controls as defined in our financial regulations. The Clerk and Asst Clerk would be administrator to set up payments with Councillors being able to authorise payments (minimum of 2).

It was resolved to recommend to the Parish Council that a Unity Bank account be set up with signatory controls as defined within the Councils financial regulations with Cllrs Badham, IZARD, Hill, Wilks, Glasspool as signatories. The Clerk and Asst Clerk to be an administrator. Proposed by Cllr Steve Badham, seconded by Cllr Wilks and carried.

The meeting closed at 8.35pm.