

**KING'S SUTTON PARISH COUNCIL
FINANCE GOVERNANCE & POLICY COMMITTEE**

**MINUTES OF THE MEETING HELD
AT 7.30 P.M. ON TUESDAY 15TH MAY 2018
IN THE KING'S SUTTON MILLENNIUM MEMORIAL HALL**

PRESENT: Councillors R Irving (Chairman), R Burrell, J Creed, T Forde, R Sykes

ABSENT: No-one

IN ATTENDANCE: Mrs A Le Druillenec (Clerk)

CHAIRMAN'S ANNOUNCEMENT:

The Openness of Local Government Public Bodies Regulations 2014:

No Members of the Public were present and the Chairman did not make the Announcement.

FGP: 01.18/19 TO RECEIVE APOLOGIES AND APPROVE THE REASONS FOR ABSENCE:

None.

FGP: 02.18/19 TO INVITE DECLARATIONS OF INTEREST:

A. Disclosable Pecuniary Interests:

None.

B. Other/Personal/Non-Statutory Interests:

None.

C. To receive requests for Dispensations:

None.

FGP: 03.18/19 PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO ITEMS LISTED ON THE AGENDA:

None.

FGP: 04.18/19 TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING HELD 20TH MARCH 2018: (previously distributed)

RESOLVED: It was proposed by Cllr Sykes and seconded by Cllr Burrell to Approve the Minutes of the Meeting held 20th March 2018.

FGP: 05.18/19**RFO REPORT:** (verbal report)**A. Matters Arising:**

Minute No. FGP: 106.17/18: GDPR: Appointment of a DPO: On 9th May 2018 the House of Commons, during the Report Stage, accepted a Government amendment to the Data Protection Bill, the effect of which will be to remove all parish, town and community councils, parish meetings and Charter Trustees in England and Wales from the initial requirement that they must appoint a Data Protection Officer.

Northants CALC has advised that it will continue to operate as the DPO for Councils who have already appointed or wish to appoint Northants CALC but will keep the service under review.

King's Sutton PC has signed the SLA with Northants CALC to provide a DPO. (Minute No. 23.18/19A refers)

B. Other:

i) Annual Governance & Accountability Return 2017/18: The AGAR and supporting documentation was submitted to the External Auditor, PKF Littlejohn on 15th May 2018. Information to be published on the website has been sent to Cllr Bridson for publication by 17th May 2018.

ii) Standing Orders 2018: NALC has published model Standing Orders 2018. The FG&P Committee will customise these for King's Sutton Parish Council at a future meeting.

iii) Cemetery: Complaint re. grasscuttings on memorial tributes.

iv) Use of The Rec:

Visit of Funfair: 29th May - 3rd June 2018

KSPFA Summer Madness: 7th July 2018

FGP: 06.18/19**INTERNAL CONTROLS:**

A. To note the Report for Q4: (Report presented to the Meeting)

Cllr Burne had carried out the checks on 27th April 2018 and had raised no issues.

B. To Appoint the Internal Control Councillor:

One nomination: Cllr Burne.

RESOLVED:

It was proposed by Cllr Creed and seconded by Cllr Sykes to Appoint Cllr Burne as the Internal Control Councillor for 2018-2019.

FGP: 07.18/19

TO REVIEW THE RECEIPTS AND PAYMENTS ACCOUNT TO 8TH MAY 2018: (previously distributed)

Receipts:

6. Adverts KS Times: Receipts £701 (incl. £602 re. March invoices)

Payments:

12.7: Staff Gratuity: Category no longer required.

Agreed: To remove and re-number.

Review **Noted.**

FGP: 08.18/19

TO CONSIDER DEVELOPMENTS RE. THE 499 BUS SERVICE: (update previously distributed)

Cllr Irving spoke to this item.

The County Council had invited tenders for 2 reduced frequency options, and also for the current timetable.

The options were built around the existing school bus run which was an important cost element.

The tenders received within the next 2 weeks should indicate the level of subsidy required to maintain some form of service.

A meeting of all parties would then be arranged to discuss possibilities.

Noted.

FGP: 09.18/19

INSURANCE POLICY RENEWAL FROM 1ST JUNE 2018:

A. To Accept a quotation for Ratification by the Parish Council at the next Ordinary Meeting to be held on 7th June 2018:

(Quotations from 3 Insurance providers; table of comparison previously distributed)

The Committee considered the information.

RESOLVED:

It was proposed by Cllr Burrell and seconded by Cllr Forde to:

i) Accept the 5 year LTA quotation in the sum of £1,826.26 from Zurich

ii) Authorise the Clerk to settle the invoice by 31st May 2018

iii) Ratify the decision at the next Ordinary Meeting of the Parish Council to be held on 7th June 2018.

Action: the Clerk

FGP: 10.18/19

GRANTS OF FINANCIAL ASSISTANCE:

A. To consider Applications:

None.

FGP: 11.18/19

PORTABLE VAS ADAPTATIONS: TO CONSIDER THE COST OF THE POST FOR THE SOLAR KIT AND INSTALLATION AT MILL LANE:

Northants Highways had not yet provided a quotation for the post and installation but had advised that a search of the utility companies had revealed that at least 2 pieces of apparatus with the potential to cause harm are buried within the highway verge. The verge would need to be cleared of vegetation in order to site the post safely. These costs were awaited and would be factored in to the quotation.

RESOLVED: It was proposed by Cllr Sykes and seconded by Cllr Burrell to Authorise the Clerk to proceed with the order for VAS adaptations, provided the cost of the post on Mill Lane was reasonable.
Action: the Clerk

FGP: 12.18/19 **TO CONSIDER POLICY FOR THE FUTURE OF THE WEBSITE:** (Contract; Cllr for Communications Remit previously distributed)

The Committee discussed options and **Agreed:**

- i) To leave the matter in abeyance
- ii) To ask Cllr Bridson to clarify his intentions and views regarding the future of the website.

Action: Cllrs Burrell and Irving

FGP: 13.18/19 **GENERAL DATA PROTECTION REGULATIONS 2018: TO CONSIDER:**

The Working Party had met on 27th April 2018 and had considered information from NALC, Northants CALC and The SLCC. The recommended Policies were drawn from all 3 bodies.

A. Data Protection Policy:

(Northants CALC document previously distributed)

Agreed:

- i) Not to accept Subject Access Requests via social media
- ii) To delete the words 'or social media' in brackets, line 5 page 2.

RESOLVED: It was proposed by Cllr Burrell and seconded by Cllr Forde to Recommend Adoption of the Data Protection Policy as amended and customised for King's Sutton Parish Council.

B. Records Retention and Disposal Policy:

(SLCC document with Appendix previously distributed)

It was suggested that the retention of leases on laptops for a period of 12 years might be problematical and that for retrieval purposes storage in a locked filing cabinet would be more practical.

RESOLVED: It was proposed by Cllr Sykes and seconded by Cllr Burrell to Recommend Adoption of the Records Retention and Disposal Policy as customised for King's Sutton Parish Council.

C. Privacy Notice:

(SLCC Notice previously distributed)

NALC's GDPR Toolkit contained 2 Privacy Notices (i. General; ii. Staff, Councillors, Role Holders). Northants CALC's Quick Start Guide had recommended customising both NALC Privacy Notices. The Working Party had recommended The SLCC Privacy Notice, customised for King's Sutton Parish Council.

RESOLVED:

It was proposed by Cllr Creed and seconded by Cllr Forde to Recommend:

- i) Adoption of the Privacy Notice as customised for King's Sutton Parish Council
- ii) Publish the Privacy Notice on the website.

D. Subject Access Request (Procedure) Policy:

(NALC Procedure previously distributed)

Sample letters for use in replying to a SAR are included in the Policy.

RESOLVED:

It was proposed by Cllr Sykes and seconded by Cllr Burrell to Recommend Adoption of the Subject Access Requests Policy as customised for King's Sutton Parish Council.

E. Data Breach Policy:

(Northants CALC document previously distributed)

RESOLVED:

It was proposed by Cllr Burrell and seconded by Cllr Sykes to Recommend Adoption of the Data Breach Policy as customised for King's Sutton Parish Council.

FGP: 14.18/19**ACQUISITION OF LAND TO EXTEND THE CEMETERY:**

A. To receive an update on progress: Cllr Forde reported that Cemetery Development Services Ltd had been commissioned on 6th April 2018 to produce a Tier 1 Study. Once the report had been received the next stage would be to apply for planning permission.

B. To consider costs and recommend next step:

Additional information to be sought on:

Legal fees: An indicative estimate of costs.

Action: Cllr Forde (contact Bower and Bailey)

Roadway width to accommodate a hearse:

Action: Cllr Creed (contact Funeral Director)

FGP: 15.18/19**KING'S SUTTON CHURCHYARD:****A. To receive an update on progress:**

- i) Grasscutting plan and schedule: Not yet received.

ii) Tree Works: The proposed (considerable) reduction in the height of the yew trees was under review.

iii) Walls: Ownership of the wall to the back of the churchyard had not been established. Repairs to walls were being done well.

FGP: 16.18/19 TREE PLANTING SCHEME FOR HIGHWAY VERGES: TO CONSIDER:

Cllr Sykes advised that he had no information at present.

Agreed: To defer to the next Meeting of the FG&P Committee to be held on 17th July 2018.

FGP: 17.18/19 TO DRAFT TERMS OF REFERENCE FOR THE TREE WARDEN:

Agreed: That due to the lack of information it was not possible, currently, to progress this item.

FGP: 18.18/19 TO RECEIVE ITEMS FOR THE NEXT MEETING (Tuesday 17th July 2018):

None.

The Meeting ended at 8.30 p.m.