

**CLEVEDON TOWN COUNCIL**

**MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN THE COUNCIL OFFICES 44 OLD STREET ON WEDNESDAY 13<sup>TH</sup> DECEMBER 2017 AT 7.30PM**

**Present:** Councillor C Francis-Pester Committee Chairman  
Cllrs N. Barton, B. Cherokoff, J. Geldart, A. Giles-Townsend, G. Hill, L. Little, J. Middleton, T. Morgan (7.50pm) J. Norton-Sealey, C. Starr, G. Watkins, J. West

**In Attendance:** Ms Paula Heath Town Clerk,

**FGP 17/751 RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Fone (illness)

**FGP 17/752 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA**

There were no declarations of interest for items on the agenda

**FGP 17/753 RECEIVE THE MINUTES OF PREVIOUS COMMITTEE MEETING**

The minutes of the Finance & General Policy Committee meeting held on 18<sup>th</sup> October 2017 and ratified by Council on 22<sup>nd</sup> November 2017 were accepted and signed by the Chairman as a true record.

**FGP 17/754 RECEIVE THE FGP COMMITTEE BUDGET/ACTUAL SPREADSHEET 2017/18**

Members noted the accounts sheets that had been circulated with the agenda.

**FGP 17/ 755 DISCUSS AND AGREE FGP BUDGET 2018/2019**

Members discussed the Finance & General Policy Committee budget for 2018/2019 . Following questions from Councillors the budget as circulated was agreed.

Town Clerk	£35,000.00
Committee Clerk	£12,800.00
Admin Assistant	£12,500.00
Caretaker	£6,300.00
Pension ers contribution	£9,615.00
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Staff Travel & Expenses	£150.00
Wages Contingency	£3,000.00
Postage	£750.00
Stationery	£800.00
Photocopier Maintenance	£900.00
Adverts	£300.00
Water Cooler & Refreshments	£500.00
Purchase office equipment	£6,000.00
Bank charges	£300.00
Office Maintenance	£180.00
Telephone	£1,000.00
Broadband	£300.00
Website management	£1,500.00
Back up and Server Fee	£1,500.00
Newsletter	£2,000.00

DRAFT MINUTES TO BE RATIFIED BY THE COMMITTEE AND COUNCIL

Subscriptions	£3,500.00	
Audit fees	£1,000.00	
Conference & Training	£1,500.00	
Accounts software & Maintenance	£500.00	
Insurance	£5,000.00	
Chairman's Allowance	£1,900.00	
Council Hospitality	£2,000.00	
Wreath & Memorial payments	£50.00	
Council Photograph	£400.00	
Document Archiving & Storage	£300.00	
Election	£5,000.00	
Councillors Travel Expenses	£250.00	
CCTV	£17,000.00	
Interest Received		£500.00
CAB	£20,000.00	
General grants under powers	£6,000.00	
The Barn Children Centre	£23,100.00	
Twinning	£500.00	
RBL 50% band	£250.00	
YMCA youth worker	£10,000.00	
CCA	£2,500.00	
Neighbourhood Plan Grant	£5,000.00	
Payment to Contractor	£21,500.00	
PWLB Interest Payments	£13,000.00	
Chalet Toilet Refurbishment	£5,000.00	
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COMMITTEE TOTAL	£246825.00	£500.00

### **FGP 17/756 DISCUSS THE GDPR REQUIREMENTS FOR CLEVEDON TOWN COUNCIL**

The Town Clerk explained about the European legislation that comes into statute on 25<sup>th</sup> May 2018. The New General Data Protection Regulations are building on the current Data Protection Act 1998 giving more individual rights for the 'natural person' (i.e. someone that's living). The new tighter regulations will have an impact on the way the Council and Councillors deal with personal data whether it written or electronic, in the office or on Councillors personal phones, tablets, computers or files. In response to a question it was explained that the fines for noncompliance are up to 20 million euros or 4% of gross turnover for each offence, based on £400,000 budget that would be £16,000 per offence.

It was explained that the Council will need to appoint a Data Protection Officer who would be responsible for ensuring the Council was compliant and have the authority to undertake changes to ensure the Council remained compliant; it's unclear as to whether this could be the Town Clerk. Under the current Data Protection Act the Town Clerk is a controller and processor, a role that would continue under GDPR; the Data Protection Officer is over and above this.

The Council will have to be compliant by the 25<sup>th</sup> May 2018. The Town Clerk is drawing up the necessary Risk Assessments, Policies and Procedures and this will be presented to a future Committee Meeting for ratifying. It was **AGREED** that once all the detail of the administration of GDPR is made clear there will be an information night for ALL councillors to explain the Councils operations but more importantly the steps and controls ALL Councillors will need to take.

**FGP 17/757 RECEIVE, DISCUSS AND AGREE THE IT REQUIREMENT REPORT**

Members received and noted the report circulated with the agenda. Following a detailed discussion it was **AGREED** that the Council did need to upgrade the IT systems to make it future proof and GDPR compliant. Members favoured option 2 but felt that both option 1 and 2 needed to have full investigations. A new IT working group was set up to undertake the investigation with a view to recommending to the Committee the new structure before the end of the financial year; budget for the purchase has been included in the 2018/2019 budget.

IT working group: B. Cherokoff, C. Starr, J. Geldart, N. Barton, C. Francis-Pester with the Town Clerk.

Members discussed the issue with the broadband. Proposed, seconded and **AGREED by 12 votes to 0** to swap the lines over from cabinet 5 to cabinet 14 of the broadband and alarm line; and upgrade to fibre when available.

**FGP 17/758 DISCUSS PROVISION OF GRANT FOR THE PIER COPSE TOILETS FUNDING, A REQUEST FROM THE PIER TRUST IN RESPECT OF NSC FUNDING SHORTFALL.**

The Chairman presented a request from the Pier Trust in respect of funding for the Pier copse toilets. Due to delays in obtaining the relevant costs and permission, the Pier trust were informed that the originally agreed CIF of £30,000 had been reduced to £10,000 this was subsequently increased to £20,000 leaving a shortfall of approximately £10,000. Following a discussion it was proposed, seconded and **AGREED by 12 votes to 0** to vire budget surplus from the chalet toilets [4354/407], CCTV [4058/103], and other budgets within the FGP control of £8500 to award as a grant to the Pier Copse Toilets subject to clarification of costs and lease terms.

**FGP 17/759 DISCUSS THE CREATION/COMPILING A TOWN PLAN**

Members discussed the concept of creating an overriding town plan incorporating the work and plans of the Neighbourhood Plan, Coastal Community Team, and BID steering group. The Town Plan could provide guidance for North Somerset Council Officers and on up to the Joint South West Plans for what Clevedon wants and needs.

Proposed, seconded and **AGREED** that Clevedon Town Council should create a Town Plan incorporating the plans from the Neighbourhood Plan, CCT and BID.

Administration for the plan would be discussed at a future FGP Committee.

*The following item was heard under section1 (2) Public Bodies (admission to meetings) Act 1960 due to the confidential nature of the business discussed in regards to staffing.*

**FGP 17/760 RECEIVE THE STAFFING COMMITTEE MEETING MINUTES DATED 25TH OCTOBER 2017**

Following a discussion it was proposed, seconded and **RESOLVED** to accept the minutes of the Staffing Committee dated 25<sup>th</sup> October and to agree the recommendations therein.

**SSC 17/91 REVIEW SPINAL CODES**

Proposed, seconded and **RECOMMENDED TO FGP COMMITTEE** that as from 1<sup>st</sup> November 2017 Mrs Howard spine point be increased by 1 to 19 and Mrs Johnson's spine point be increased by 1 to 24.

**SSC 17/93 DISCUSS THE MOTION BY CLLR GELDART**

Proposed, seconded and **AGREED** to **RECOMMEND** to FGP that due to complex administration and the unworkable aspects of the motion that this should not be considered further.

DRAFT MINUTES TO BE RATIFIED BY THE COMMITTEE AND COUNCIL

**FGP17/761 CHAIRMAN ITEMS FOR INFORMATION ONLY**

There were no chairman’s items for information

Members were reminded that at the next FGP Committee on 24<sup>th</sup> January the budget would be discussed; the precept meeting will follow immediately after the FGP Committee meeting.

If members had any questions as to the figures please inform the Chairman or Town Clerk in advance so that a detailed response can be made.

**FGP17/762 DETERMINE PART I AND PART II ITEMS.**

There were no Part 1 items. –

Meeting closed at 8.29pm

CHAIRMAN .....DATE .....