

CLEVEDON TOWN COUNCIL
MINUTES OF THE FINANCE & GENERAL POLICY COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES 44 OLD STREET ON MONDAY 23RD APRIL 2018 AT 7.30PM

Present: Committee Vice Chairman Cllr C. Starr
 Cllrs N. Barton, B. Cherokoff, A. Giles-Townsend, G. Hill, L. Little, J. Middleton, T. Morgan, G. Watkins,
In Attendance: Cllr D. Shopland
 Ms Paula Heath Town Clerk,

FGP 18/776 RECEIVE APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor C. Francis-Pester Committee Chairman, Cllr L. Fone, Cllr J. Norton-Sealey, Cllr J. West

FGP 18/777 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest for items on the agenda

FGP 18/778 RECEIVE THE MINUTES OF PREVIOUS COMMITTEE MEETING

The minutes of the Finance & General Policy Committee meeting held on 24th January 2018 and ratified by Council on 7th March 2018 were accepted and signed by the Chairman as a true record.

FGP 18/779 RECEIVE THE FGP COMMITTEE BUDGET/ACTUAL SPREADSHEET 2017/18

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

FGP 18/780 RECEIVE THE COMMUNITY RIGHT TO BUY APPLICATION FOR THE LIBRARY

Members noted the copy of the form circulated with the agenda. Members AGREED the application subject to the removal of the Registry Office from question 23.

FGP 18/781 AGREE ATTENDANCE TO THE LARGER COUNCILS COMMITTEE AS PER EMAIL 05.03.18

Members noted the paperwork that had been circulated with the agenda for the 21st of March Agenda and subsequent minutes circulated with this agenda. Members agreed that any member could attend any future meeting.

FGP 18/782 RECEIVE DETAILS OF THE GDPR EXTERNAL COST AND PROPOSALS.

The Vice Chairman and the Clerk explained the current situation concerning the Data Protection Officer. The Council had already agreed to employ an external DPO and a price received from NSC for £1500 per annum. In view of the discussions between NALC and The Information commission it was proposed, seconded and **AGREED** by 5 votes to 0 to await the results of those discussions before appointing a DPO

FGP 18/783 DISCUSS REQUIREMENTS UNDER GDPR RE WEBSITE

Members noted the paperwork circulated with the agenda concerning the audit of the website to comply with GDPR. Proposed, seconded and **AGREED** by 6 votes to -0 to accept and authorise the cost of the audit at £199.00

FGP 18/784 RECEIVE PROPOSAL FOR A CHANGE IN PHOTOCOPIER BY APOGEE

Members discussed the proposal from the photocopier company to replace the current copier for a coloured copier with an estimated reduction in cost of £233 per quarter to £222 per quarter.

Proposed, seconded and **AGREED** to accept the new photocopier deal for a further 5 years.

FGP 18/785 RECEIVE AND AGREE THE FOLLOWING GDPR DOCUMENTATION

Copies of the following papers had been circulated with the 21st March Agenda

Data Processing Policy

Proposed, seconded and **AGREED** by 4 votes to 0 to accept the Data processing Policy as circulated.

Data Processing procedure

Proposed, seconded and **AGREED** by 5 votes to 0 to accept the Data processing Procedure as circulated.

Data Disposal Policy

Proposed, seconded and **AGREED** by 5 votes to 0 to accept the Data Disposal Policy as circulated.

Data Asset Ledger

Proposed, seconded and **AGREED** by 5 votes to 0 to accept the Data Asset Ledger as circulated.

Data Risk Assessment – Communications

Proposed, seconded and **AGREED** by 6 votes to 0 to accept the Data Risk Assessment - Communications as circulated.

Data Risk Assessment – Allotment Waiting List & Cards

Proposed, seconded and **AGREED** by 5 votes to 0 to accept the Data Risk Assessments – Allotments as circulated.

Data Risk Assessment - Accounts

Proposed, seconded and **AGREED** by 5 votes to 0 to accept the Data Risk Assessments – Accounts as circulated.

FGP 18/786 CONFIRM THE NCJ PAY AWARD FROM 1ST APRIL 2018

Proposed, seconded and **AGREED** to accept the NCJ pay award from 1st April 2018

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

FGP 18/787 RECEIVE THE STAFFING COMMITTEE MEETING MINUTES DATED 7TH MARCH 2018

Proposed, seconded and **AGREED** by 7 votes to 0 to accept the minutes of the staffing Committee meeting held on 7th March and agree the recommendations in minute numbers SSC18/108 & SSC 18/109

FGP 18/788 CHAIRMAN ITEMS FOR INFORMATION ONLY

There were no chairman's items for information.

Members noted that the Clevedon Business Improvement District had a YES vote and would be implemented.

FGP18/789 DETERMINE PART I AND PART II ITEMS.

There is no part 1 items

Meeting closed at 8.05pm

CHAIRMANDATE