



# **SOUTHWELL**

## **TOWN COUNCIL**

The Old Courthouse  
Burgage, Southwell,  
Nottinghamshire NG25  
0EP

Tel: (01636) 816103

### **FINANCE AND SCRUTINY COMMITTEE.**

**Wednesday 11<sup>th</sup> April 2018**

**The Old Courthouse, Burgage, Southwell**

**Present:** Cllrs S Thompstone (Chairman), P Rainbow , B Prentice, P Scorer, P Brooker  
**In attendance:** T Broughton – Clerk to the Town Council,

One member of the public

- 1 Apologies for absence**  
Were received and accepted

**Agreed** **Proposed Cllr Thompstone, Seconded Cllr Prentice**  
Apologies accepted from Cllr Rodgers (Personal), Cllr Handley (Personal), Cllr Gregory (Personal)  
**Unanimous**

- 2 Questions from members of the Public**

None

- 3 To Receive any declarations of interest**  
*Members are hereby reminded that, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011, a member with a Disclosable pecuniary interest of which they are aware in a matter who attends a meeting of the council at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.*

No declarations and the meeting is not being recorded.

- 4 Chairman's Announcements**  
No announcements.

- 5 To approve previous minutes dated Wednesday 14<sup>th</sup> February 2018**  
5.1 Matters arising – for information only.

**AGREED** **Proposed Cllr Prentice, Seconded Cllr Thompstone**  
Minutes dated 14<sup>th</sup> February 2018 were approved as a true record.  
**Unanimous**

## 5.2 Matters arising – For information only .

### 6 Finance Matters

6.1 Income & Expenditure Report to 31st March 2018 was noted –

6.2 Reserves Position – previous circulated – one member asked how reserves can be accessed. It was stated that these requests go through the committee and Full Council.

6.3 2017/18 Budget Review

6.4 External Audit update

### 7 Risk Assessment/Health & Safety Management

Cllr Martin has reviewed the insurance policies. Still awaiting for the remainder of policies to be reviewed by the working group. This would need to be complete by the ATCM in May 2017.

### 8 Banking and investment – consideration to for alternative investment options for reserves

One member stated that the amount of reserves should be reviewed with a view to considering new accounts with higher interest. It was stated that a lot of the reserves could go into a higher interest account. Town Clerk to research appropriate accounts that allow instant access with or without loss of interest.

### 9 GDPR – approval of initial policies

Town Clerk explained the initial documents and the spread sheet that has to be completed. Members discussed details contained within the documents. It was stated that a fair processing notice can be added to mail outs. There is a staffing implication to get this project on track. It was proposed that additional staff time would be required to get the GDPR policies up and running.

Polices reviewed were as follows:

GDPR1	Inventory of Data
GDPR2	Data Protection Document Instructions
GDPR3	GDPR (Service) Consent to hold Contact Information
GDPR4	Retention and Disposal Policy
GDPR5	Information and Data Protection Policy
GDPR6	List of Documents for Retention or Disposal
GDPR7	Email Contact Privacy Notice
GDPR8	Councillor Privacy Notice
GDPR9	Hirers Privacy Notice
GDPR10	Privacy Impact Assessment
GDPR11	Subject Access Request Form
GDPR12	Data Security Breach Reporting Form

**RESOLVED**

**Cllr Prentice proposed, Cllr Rainbow seconded**

Town Clerk to personalise the documents with amendments and work out additional staff cost to set up the policies. To recommend approval at the Annual Town Council Meeting.

**Unanimous**

**10 Standing Orders/Code of Conduct – members to consider amended document for recommendation to Full Council**

One member described the changes that the Working Group had recommended.

Town Clerk stated that there was no reason why the council should not include its own sections into the code such as General obligations.

**RESOLVED**

**Cllr Prentice, seconded Cllr Thompstone**

To recommend to Annual Town Council Meeting to adopt new Standing Orders.

**Unanimous**

**RESOLVED**

**Cllr Thompstone, seconded Cllr Rainbow**

Code of Conduct - to add into Member obligations – when a member claims to act or give the impression of acting as a member of the council he or she should have a due authorisation from the meeting or committee. To add General obligations and General provisions to the new Code of Conduct.

**Unanimous**

**11 Items for communication – none**

**12 Date of next meeting – 8 August 2018**

**13 Items for discussion at the next meeting**

Amend Terms of Reference to state 5 meetings

Costs of new website

GDPR documents

The meeting closed at 19.48

Signed:..... Date:.....

Chairman, Finance and Policy Committee.