

PORTLAND TOWN COUNCIL

Council Offices
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3rd January 2018

Dear Councillor

You are hereby summoned to attend a **MEETING** of the **FINANCE COMMITTEE**, to be held in the **COUNCIL OFFICES, 52 EASTON STREET, PORTLAND**, on **WEDNESDAY, 31ST JANUARY 2018** commencing at **10.30 am**, when the business set out below will be transacted.

Members may need to refer to their copies of Financial Regulations and Standing Orders.

It is the Council's intention that all meetings of the Council and its Committees be recorded aurally.

Yours faithfully

Ian Looker
Town Clerk

Membership: Cllrs. Atwell, Cocking, Draper, Flack and Nowak

AGENDA

1. **Chairman** – to appoint a Chairman of the Committee for the remainder of the municipal year or, failing that, a Chairman for the meeting
2. **Apologies for Absence** – to receive
3. **Declarations of Interest** – to receive any declarations from Councillors or Officers of pecuniary or non-pecuniary interests regarding matters to be considered at this meeting, together with a statement on the nature of those interest
4. **Minutes of the Meeting Held on 10th January 2018** – to receive
5. **Minute Update and Matters Arising** – to consider (see attached)
6. **Public Participation** – to receive questions and comments from the public on agenda items only
7. **Outstanding Invoices: SSE** – to receive an update from the Clerk (see attached)
8. **VAT Invoices** – to consider the following alteration to Financial Regulations, insert new section “5.4 The RFO shall only be required to pursue VAT for invoices of £20 or more. The RFO’s discretion may be exercised for invoices less than £20.” and renumber the succeeding sections
9. **Internet Purchases** – to consider the bank card application form and any stipulations required (see attached)
10. **Telephone Lines** – to consider quotations received (see confidential attachment)
11. **Former Brackenbury Infants School** – to receive an update report from the Clerk
12. **General Data Protection Regulation** – to receive a report by the Clerk and agree recommendations to Council for the appointment of a Data Protection Officer (DPO) (see attached, some confidential)

13. **Account Signatories** – to receive a report from the Clerk
14. **Office IT Systems** – to receive a report from the Clerk
15. **Exclusion of Press & Public** (discretionary)
“That pursuant to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for Agenda Item(s) ... by reason of the confidential nature of the business to be transacted.”
16. **Date of Next Meeting**
The Committee’s next meeting is scheduled for Wednesday, 28th February 2018, at the Council Offices starting at 10.30 am.

PORTLAND TOWN COUNCIL
FINANCE COMMITTEE
MINUTES OF THE MEETING
HELD IN THE COUNCIL OFFICES
ON WEDNESDAY, 10TH JANUARY 2018

PRESENT: Councillors Susan Cocking, Jim Draper and Ray Nowak

IN ATTENDANCE: Ian Looker (Town Clerk)

116 – CHAIRMAN

RESOLVED – that Cllr Cocking chair the meeting.

117 – APOLOGIES FOR ABSENCE

Apologies were received from Cllrs. Jo Atwell and Charlie Flack.

118 – DECLARATIONS OF INTEREST

There were none.

119 – MINUTES OF THE MEETING HELD ON 13TH DECEMBER 2017

Minute 113 – Outstanding Invoices

Minute 114 – Assistant Clerk

The first sentence was deleted. With this amendment the minutes were formally agreed and signed as a correct record.

120 – MINUTE UPDATE AND MATTERS ARISING

a) Minute 106(a) – Outstanding Invoices: SSE

The Clerk reported that Turrell would be checking the power supply at the house next to the Offices on 12th January.

b) Minute 111 – Legal Assistance Regarding Reorganisation

The Clerk was asked to circulate the Community Partnership's consultation submission to the other members of the Council.

121 – PUBLIC PARTICIPATION

No members of the public were present.

122 – 2017/18 FINANCIAL REPORT TO 31ST DECEMBER 2017

It was agreed that the report be received.

123 – BUDGET AND PRECEPT, 2018/19

RECOMMENDED – that the Contingency budget be increased to £7,400, HR Support increased to £2,600, Landscape Maintenance reduced to £5,000 and Reserves Released – Contingency inserted at £5,000.

It was further **RECOMMENDED** – that Council accept a quotation for a three-year Health & Safety fixed fee service of £1,100.

124 – CENTENARY FIELDS: NEW GROUND

RECOMMENDED – that Council support the Fields in Trust Initiative and write to the Borough welcoming an indication to transfer the property.

125 – VAT INVOICES

RECOMMENDED – (1) that Council only pursue VAT for invoices over £50, if not supplied immediately and (2) that the Clerk be provided with a pre-paid card for goods purchased on the internet with a limit of £500.

126 – CLEANING CONTRACT

RECOMMENDED – that the Council invite quotations for cleaning services on an initial one-year contract.

127 – RISK ASSESSMENT, 2017/18

It was agreed to add “Shelters and Seats” to this year’s assessment. Cllr Draper will contact the Community Partnership for clarification on items at West Weares. A meeting to carry out the assessment will be arranged in February.

128 – TELEPHONE LINES

No quotations had been received to date.

129 – WINDOW WANDERLAND

RECOMMENDED – that Council donate £10 to the project.

130 – DATE OF NEXT MEETING

The next meeting of the Committee will be held at the Council Offices on Wednesday, 31st January 2018, starting at 10.30 am.

The meeting ended at 12.00 am.

Signed Dated
(Chair)

MINUTE UPDATE

a) Minute 123 – Budget and Precept, 2018/19

Council accepted the Committee's recommendations for the budget and health & safety fixed fee service. The Council's precept figure of £81,074 for next year has been notified to the Borough.

b) Minute 124 – Centenary Fields: New Ground

Council accepted the Committee's recommendation. The Borough has been notified.

c) Minute 125 – VAT Invoices

Council modified the Committee's recommendation for VAT invoices to a £20 minimum. See Agenda Item 8.

Council accepted the Committee's recommendation to provide the Clerk with a bank card. See Agenda Item 9.

d) Minute 126 – Cleaning Contract

Council accepted the Committee's recommendation.

e) Minute 129 – Window Wanderland

Council increased the Committee's recommendation for a donation to £50.

OUTSTANDING INVOICES: SSE

Turrell's representative has investigated the electrical systems next door to the Offices and found no evidence of a connection to our meter.

SSE disconnected the smart meter on 15th January and promised a report the following week, but this hasn't reached us yet.

INTERNET PURCHASES

A copy of the 15-page application form will be provided for members at the meeting. Most of the pages refer to terms and conditions attached to the use of the card. One section allows up to eleven categories of spending from a total of thirty-three to be blocked and this particular sheet is appended.

Merchant Category Group (MCG) blocking can prevent cardholder spend on certain goods and services. This functionality is optional, but by setting this at the business level will restrict all cardholders on this account. As an alternative, you can set these at an individual card level using the cardholder application.

Will you require MCG blocking?

Yes No

If no please move on to Section 10.

MCG blocking selection

You can choose up to 11 categories from the following list.

| | | | | | |
|----|-----------------------------------|-------------------------------------|----|--|-------------------------------------|
| 1 | Building Services | <input checked="" type="checkbox"/> | 18 | Statutory bodies | <input checked="" type="checkbox"/> |
| 2 | Building Materials | <input checked="" type="checkbox"/> | 19 | Office Stationery, Equipment and Supplies | <input checked="" type="checkbox"/> |
| 3 | Estate and Garden Services | <input checked="" type="checkbox"/> | 20 | Computer Equipment and Services | <input checked="" type="checkbox"/> |
| 4 | Utilities and Non Automotive Fuel | <input checked="" type="checkbox"/> | 21 | Print and Advertising | <input checked="" type="checkbox"/> |
| 5 | Telecommunication Services | <input checked="" type="checkbox"/> | 22 | Books and Periodicals | <input checked="" type="checkbox"/> |
| 6 | Catering and Catering Supplies | <input checked="" type="checkbox"/> | 23 | Mail and Courier Services | <input checked="" type="checkbox"/> |
| 7 | Cleaning Services and Supplies | <input checked="" type="checkbox"/> | 24 | Miscellaneous Industrial/Commercial Supplies | <input checked="" type="checkbox"/> |
| 8 | Training and Education | <input checked="" type="checkbox"/> | 25 | Vehicles, Servicing and Spares | <input checked="" type="checkbox"/> |
| 9 | Medical Supplies | <input checked="" type="checkbox"/> | 26 | Automotive Fuel | <input checked="" type="checkbox"/> |
| 10 | Staff – Temporary and Recruitment | <input checked="" type="checkbox"/> | 27 | Travel | <input checked="" type="checkbox"/> |
| 11 | Business Clothing and Footwear | <input checked="" type="checkbox"/> | 28 | Auto Rental | <input checked="" type="checkbox"/> |
| 12 | Mail Order/Direct Selling | <input checked="" type="checkbox"/> | 29 | Hotels and Accommodation | <input checked="" type="checkbox"/> |
| 13 | Personal Services | <input checked="" type="checkbox"/> | 30 | Restaurants and Bars | <input checked="" type="checkbox"/> |
| 14 | Freight and Storage | <input checked="" type="checkbox"/> | 31 | General Retails and Wholesale | <input checked="" type="checkbox"/> |
| 15 | Professional Services | <input checked="" type="checkbox"/> | 32 | Leisure Activities | <input checked="" type="checkbox"/> |
| 16 | Financial services | <input checked="" type="checkbox"/> | 33 | Miscellaneous | <input checked="" type="checkbox"/> |
| 17 | Clubs/Associations/Organisation | <input checked="" type="checkbox"/> | | | |

- You can also choose to divert some spend categories to a diversion account. By using this feature you can choose to send specific spend to be paid using a Company Pay Facility and the remaining spend to be paid by an Individual Pay Facility.

Will you require a Diversion Account?

Yes No

If yes your Lloyds Bank Implementation Manager will contact you to discuss your requirements and discuss with you in detail how the relevant spend will be paid.

GENERAL DATA PROTECTION REGULATION

The General Data Protection Regulation is an EU regulation “intended to strengthen and unify data protection for all individuals within the European Union.” It will take effect from 25th May 2018.

The Information Commissioner’s Office has published a short guide to the Regulation and three pages from that guide are attached as an appendix. These detail “12 steps to take now.” They also state that much of the content is similar to that in the current Data Protection Act, but “there are new elements and significant enhancements.”

NALC considers that the Regulation will cause additional workload and cost, and is presently lobbying the Government for extra funding. It also intends producing a toolkit with templates shortly for members’ use.

From May all public authorities regardless of size will be required to appoint a Data Protection Officer (DPO). Most clerks will be the Data Controller and therefore are advised not to be the DPO to avoid a conflict of interest. Two of our existing consultants have applied to provide a quotation for the supply of DPO services.

My impression is that the two quotations approach the task from different angles. Quotation A seems to offer the more broadly based approach. I believe The company principal has a better understanding of parish council practice and the data types likely to be encountered. Quotation B on the other hand lays more stress on the encryption of data to safeguard it from unwanted observers. It could be that the services provided by these companies is complementary rather than competing.

Preparing for the General Data Protection

Regulation (GDPR) 12 steps to take now

1

Awareness

You should make sure that decision makers and key people in your organisation are aware that the law is changing to the GDPR. They need to appreciate the impact this is likely to have.

2

Information you hold

You should document what personal data you hold, where it came from and who you share it with. You may need to organise an information audit.

3

Communicating privacy information

You should review your current privacy notices and put a plan in place for making any necessary changes in time for GDPR implementation.

4

Individuals' rights

You should check your procedures to ensure they cover all the rights individuals have, including how you would delete personal data or provide data electronically and in a commonly used format.



5

Subject access requests

You should update your procedures and plan how you will handle requests within the new timescales and provide any additional information.

6

Lawful basis for processing personal data

You should identify the lawful basis for your processing activity in the GDPR, document it and update your privacy notice to explain it.

7

Consent

You should review how you seek, record and manage consent and whether you need to make any changes. Refresh existing consents now if they don't meet the GDPR standard.

8

Children

You should start thinking now about whether you need to put systems in place to verify individuals' ages and to obtain parental or guardian consent for any data processing activity.

9

Data breaches

You should make sure you have the right procedures in place to detect, report and investigate a personal data breach.

10

Data Protection by Design and Data Protection Impact Assessments

You should familiarise yourself now with the ICO's code of practice on Privacy Impact Assessments as well as the latest guidance from the Article 29 Working Party, and work out how and when to implement them in your organisation.

11

Data Protection Officers

You should designate someone to take responsibility for data protection compliance and assess where this role will sit within your organisation's structure and governance arrangements. You should consider whether you are required to formally designate a Data Protection Officer.

12

International

If your organisation operates in more than one EU member state (ie you carry out cross-border processing), you should determine your lead data protection supervisory authority. Article 29 Working Party guidelines will help you do this.

ico.

Information Commissioner's Office

ico.org.uk

Introduction

This checklist highlights 12 steps you can take now to prepare for the General Data Protection Regulation (GDPR) which will apply from 25 May 2018.

Many of the GDPR's main concepts and principles are much the same as those in the current Data Protection Act (DPA), so if you are complying properly with the current law then most of your approach to compliance will remain valid under the GDPR and can be the starting point to build from. However, there are new elements and significant enhancements, so you will have to do some things for the first time and some things differently.

It is important to use this checklist and other Information Commissioner's Office (ICO) resources to work out the main differences between the current law and the GDPR. The ICO is producing new guidance and other tools to assist you, as well as contributing to guidance that the Article 29 Working Party is producing at the European level. These are all available via the ICO's [Overview of the General Data Protection Regulation](#). The ICO is also working closely with trade associations and bodies representing the various sectors – you should also work closely with these bodies to share knowledge about implementation in your sector.

It is essential to plan your approach to GDPR compliance now and to gain 'buy in' from key people in your organisation. You may need, for example, to put new procedures in place to deal with the GDPR's new transparency and individuals' rights provisions. In a large or complex business this could have significant budgetary, IT, personnel, governance and communications implications.

The GDPR places greater emphasis on the documentation that data controllers must keep to demonstrate their accountability. Compliance with all the areas listed in this document will require organisations to review their approach to governance and how they manage data protection as a corporate issue. One aspect of this might be to review the contracts and other arrangements you have in place when sharing data with other organisations.

Some parts of the GDPR will have more of an impact on some organisations than on others (for example, the provisions relating to profiling or children's data), so it would be useful to map out which parts of the GDPR will have the greatest impact on your business model and give those areas due prominence in your planning process.