**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE**

**Held on Wednesday 29th November 2017 at 11:00am at Normanton Town Hall**

Present: Councillor F.D. Jones

Councillor Mrs H.W. Jones

Councillor B. Mayne

Councillor Mrs P. Mayne – Vice-Chairman

Councillor Mrs A. Moran

**26. Welcome and Apologies**

In the absence of the Chairman, the Vice-Chairman, Councillor Mrs P. Mayne, welcomed everyone to the meeting.

Apologies from members for their inability to attend were recorded in the apology book.

**27**. **Members Declarations of Interest**

Members were reminded of the requirement to make an appropriate declaration at the meeting on any item(s) in which they have an interest.

There were no declarations made.

**28.** **Public Bodies (Admission to Meetings) Act 1960**

There were no items of a confidential nature from which the public and press were required to be excluded.

**29. Minutes**

RESOLVED that the minutes of a meeting of the Finance and General Purposes Committee held on Wednesday 4th July 2017 (Minute Numbers 17-25; Page Numbers 7-9) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor F.D. Jones / Seconded by Councillor Mrs H.W. Jones)

**30. Budget Review**

The Town Clerk circulated a written report on the budget to the end of Month 6 and explained any variances in budget.

It was reported that the Town Council were in a healthy position, primarily because of the transfer of Normanton Town Hall which had been delayed.

There were a few areas of the budget which will need increasing when the 2018/19 budget is prepared including National Insurance, Postage, Newsletter Print and Woodhouse Centre Maintenance. This would be addressed at the next meeting when the budget and precept are considered.

Expenditure for Admin, Civic, Grants, Advertising, Woodhouse Centre and Services was at 31.1% of budget at the 6m point, Special Projects was at 70.9% and Allotments was at 17.7%. These were all satisfactory for this stage in the financial year.

Income levels were as expected for this stage and there would be a significant amount of income towards the end of the financial year in the form of allotment rents.

The Town Clerk requested delegated authority to spend up to budgetary limits on Office Equipment as there was a need to renew a number of items including office chairs, laminator, hole punches and storage cabinets. Members were satisfied to allow the Town Clerk to purchase these items of equipment provided that it was within the allocated budget.

RESOLVED that the report be received and the contents noted and that the Town Clerk be given delegated authority to purchase required office equipment subject to budgetary limits.

**31. Precept**

It was reported that the precept was required by WMDC by 9th February, however the Town Council meeting would not be held until 13th February. This had been communicated to WMDC and accepted.

RESOLVED that the report be received.

**32. General Data Protection Regulation**

The Town Clerk circulated a legal briefing on the new GDPR regulations to ensure that members were aware of the implications of the new laws. There was some staff training planned for the New Year prior to the regulations coming into force in May.

It was suggested that there may well be some additional expenditure incurred to ensure that the Town Council meets its obligations under these new rules.

The advice from the Information Commissioner recommend a 12-step process to prepare for GDPR:

1. Awareness – key decision makers to be aware of the impact of GDPR;
2. Information you hold – Document what personal data you hold, where it came from and who you share it with;
3. Communicating Privacy Information – review your privacy notices and make sure they are aligned with GDPR;
4. Individuals Rights – Check all procedures to ensure they cover individuals’ rights, including how you would delete data or provide data electronically;
5. Subject Access Requests – Update your procedures and timescales in line with GDPR;
6. Lawful Basis for Processing personal data – you should identify the lawful basis for your processing activity, document it and update your privacy notice to explain it;
7. Consent – you should review how you seek, record and manage consent in line with GDPR;
8. Children – you should think about systems to verify children’s ages and obtain parental consent for data processing;
9. Data Breaches – you should make sure that you have procedures in place to detect, report and investigate a personal data breach;
10. Data Protection Impact Assessments – Familiarise yourselves with the ICO Code of Practice on Privacy Assessments and the Article 29 Working Party;
11. Data Protection Officer – Designate someone to take responsibility for Data Protection compliance;
12. International – If you work abroad then consider the relevant lead Data Protection Authority.

RESOLVED that the report be received and the contents noted.

**33. Card Payments Review**

The Town Clerk circulated a written report on the card payments system which had been in place for around 18m.

It was reported that the card system had saved around £65.00 on processing cheque payments in addition to time savings for banking.

There were however more competitive card systems available which would offer a chip and pin / contactless option whilst offering a budget saving on current fees with Barclaycard.

Members considered the scale of charges and agreed that a chip and pin machine would be more professional.

RESOLVED that the contract for Card Transactions be moved to Yorkshire Payments at the rates specified in the report and a lease for the Chip and Pin Machine at £14.99/m x 60m be approved.

In the absence of any further business, the Vice-Chairman thanked everyone for their attendance and closed the meeting.