



Redenhall with Harleston Town Council

Clerk: Mrs. L. Ling

Minutes

**of a meeting of Redenhall with Harleston Town Council Finance Committee
held at the council offices, Harleston Leisure Centre
at 6.30pm on Tuesday 13th February 2018**

In Attendance: Councillors: Ian Broughton (Chairman), Frances Bickley, and Adrian Brownsea

Also present: Lynda Ling (Clerk)

- 1. To receive and accept apologies from members unable to attend** – Apologies were received and accepted from Cllr. Mark Betts
- 2. To receive any declarations of pecuniary or other interests in particular matters to be raised at this meeting** – None
- 3. To approve the minutes of the meeting held on Monday 15th January 2018** – Agreement proposed by Councillor Brownsea and seconded by Councillor Bickley
ALL AGREED
- 4. To receive a monthly finance report** – Members read through the January income and a breakdown was requested on the following:
 - Recreation Committee– Maintenance Contractors.
 - Building - Maintenance Contractors
 - Contingency

The clerk confirmed she would get the information and pass on to members

- 5. Matters arising** – None
- 6. Chairman's Report** – None
- 7. To note outstanding grant applications received** – The clerk read out a letter from the Junior Club which asked if the council could make a donation towards its annual costs. After a brief discussion Cllr. Broughton proposed agreement to a grant of £250 which was seconded by Cllr. Bickley.
ALL AGREED
- 8. Discussion on the management of GDPR data and its implications** – The clerk spoke to members of the new regulations coming into force on the 25th May 2018 with regard to Data Protection and the far reaching effect this would have on not only the council, but the gym also. The Local Council Public Advisory Service are offering a Data Protection Officer Service for £500 per annum which would provide a comprehensive

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solution to assist with ongoing compliance and the clerk considered this to be a comprehensive way to go forward given the time constraints on the office.

The service would include:-

- Inform and advise the Council and its employees about their obligations to comply with the GDPR and other data protection laws.
- Monitor compliance with the GDPR and other data protection laws, including managing internal data protection activities, advise on data protection impact assessments; train staff and conduct internal audits.
- Be the first point of contact for supervisory authorities and for individuals whose data is processed (employees, members of the public etc)
- Provide privacy notices and consent forms and policies
- Monitor ongoing compliance
- Provide up to date guidance including unlimited helpline calls and emails
- Help manage access requests or requests made under the other powers for individuals
- Visit at least annually to check compliance and IT security and provide a report on further compliance
- Provide IT recommendations and identify solutions for data security

A discussion followed in relation to the advantages of outsourcing a compliance service and taking the responsibility away from the few staff the council employs. Agreement to recommend to full town council was proposed by Cllr. Brownsea and seconded by Cllr. Bickley.

ALL AGREED

9. Discussion on recommendation to town council the 2018/19 draft budget and any further precept considerations – Cllr. Bickley informed members that further costs for compliance with the gas regulations had come to light earlier on in the day when a visit was made by KGB Commercial Heating, who had been asked to attend the leisure centre to look at some concerns over the boiler and gas pipes. Cllr. Bickley went on to give a summary of the past 15 months with regard to works completed by Eyre Ltd including the new boiler. Cllr. Bickley confirmed that a recorded letter will be sent to Eyre asking specific questions in relation to the work that was undertaken. In the meantime, KGB Commercial will produce a spreadsheet to highlight key issues that need to be done immediately and will include a sliding scale of compliance work that needs doing in the future. The spreadsheet will also include a maintenance schedule. They can also take on the updating of records, holding log books and check that gas and electricity appliances are compliant with current legislation. It was agreed by all that having KGB Commercial take on the responsibility for compliance was a good idea and this would be discussed at next week's town council meeting as it was of such importance. These works could run into thousands of pounds and has not been budgeted for.

Budget - A lengthy discussion took place on the budget and different ways to make up the difference between the expected income and expenditure for 2018/19. The difference was a total of £46206, however a rise in the precept of 8.2% would give the council an extra £21,632 leaving a deficit of £24,574. This difference could be made up by reducing some of the reserves, e.g. taking £1000 out of professional fees, reducing the maintenance store and CCTV reserves. After lengthy discussion, Cllr. Bickley proposed to accept budget as written and to keep the precept at 8.2% which was seconded by Cllr. Broughton. **ALL AGREED**

10. Review the Financial Risk Assessment – Agreement proposed by Cllr. Bickley and seconded by Cllr. Broughton **ALL AGREED**

11. Recommendation to full council agreement of the appointment of an internal auditor – Agreement proposed by Cllr. Bickley and seconded by Cllr. Brownsea (subject to no more than 5% increase)

12. Expenditure proposal from other committees and working groups – Cllr. Brownsea commented that a message needs to go out to all committees that they need to programme in any works for future projects

13. Resolution to engage assistance with end of year accounts (Pauline James) or Rialtas – Agreement was proposed by Cllr. Bickley and seconded by Cllr. Broughton. This was agreed in principle to be ratified at town council with cost.

14. Confirm time and date of the next meeting – Date and time agreed for Tuesday 13th March 2018 at 6.30pm

Signed

Meeting closed at 21.21pm

Date.....