

MARKET LAVINGTON PARISH COUNCIL

Clerk: Mrs Carol Hackett, 23 Orchard Close, West Ashton. Wiltshire. BA14 6AU.

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VAT Registration Number: 296 9715 35

Minutes of the **Management & Finance (M&F) Committee Meeting** of the Parish Council
Held on Tuesday 5th February 2019
At 7.15 pm in the Old School, Market Lavington

Committee members in attendance: Cllr Davis (Acting Chairman), Cllr Osborn and Cllr Myhill.

Others in attendance: Carol Hackett (Parish Clerk)

	AGENDA ITEM
18/19-299	Apologies for Absence Cllr Steele and Cllr Padfield (Chairman) had sent apologies due to personal commitments, which were accepted. In the absence of Cllr Padfield, Cllr Davis agreed to take on the role of Acting Chairman for the meeting – Proposed Cllr Osborn and seconded Cllr Myhill.
18/19-300	Declarations of Interest and Dispensations to Participate a) Cllr Osborn declared a pecuniary interest in items 18/19-303 and 305 (the Chairman's allowance could be referred to during consideration of these items). b) There were no dispensation requests received.
18/19-301	Minutes of Committee meeting The minutes of the M&F Committee held on 8th January 2019, having been previously circulated to members, were approved and signed as a correct record (proposed Cllr Davis, seconded Cllr Osborn).
18/19-302	Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned and resumed at 7.17pm.
18/19-303	Annual review of Parish Council Standing Orders Councillors reviewed the Model Standing Orders received from NALC/WALC, which included a number of new requirements following changes in legislation and regulations. Councillors compared them with the existing Parish Council Standing Orders, which had been annotated by the Clerk to highlight the differences. Following a full discussion a number of amendments and updates were agreed to the Standing Orders, and it was proposed by Cllr Davis seconded by Cllr Osborn and unanimously agreed to seek approval from Full Council for the following recommendations – <ul style="list-style-type: none">• To approve adoption of the amended and updated Standing Orders which included the new requirements (copy to be provided to all Councillors)• To approve adoption of NALC/WALC Complaints Procedure Policy• To approve adoption of NALC/WALC Document and Records Retention Policy• To approve adoption of the Subject Access Policy and template response letters as detailed in the NALC GDPR Toolkit for local councils
18/19-304	Chairman's Charity Account a) To review draft 'Terms of Reference' document – Item deferred until response received from DCK Beavers (draft copy to be provided to all Councillors, and considered at Full Parish Council meeting if information received in time). b) To formally record status of events organised through the 'Chairman's Charity Account, with particular consideration to Insurance implications etc. – Item deferred until response received from DCK Beavers (consider at Full Parish Council meeting if information received in time).
18/19-305	Annual review of Parish Council Financial Regulations Councillors reviewed the existing Parish Council Financial Regulations, which had been annotated by the Clerk with a number of suggested amendments, an additional paragraph detailing the use of the Debit Card previously authorised for the Clerk, and

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	<p>a recommendation received from the Internal Auditor to reduce the level at which formal tender action is required to £10,000. Following a full discussion the suggested amendments and additional paragraph were agreed, and it was proposed by Cllr Osborn seconded by Cllr Davis and unanimously agreed to seek approval from Full Council for the following recommendation –</p> <ul style="list-style-type: none"> To approve adoption of the amended Financial Regulations (copy to be provided to all Councillors)
18/19-306	<p>General Data Protection Regulations (GDPR)</p> <p>a) Data Audit</p> <p>i. Review draft document – Councillors reviewed the draft document and agreed a couple of minor changes. It was proposed by Cllr Osborn seconded by Cllr Davis and unanimously agreed to seek approval from Full Council for the following recommendation –</p> <ul style="list-style-type: none"> To approve adoption of the amended Data Audit document (copy to be provided to all Councillors) <p>ii. Review draft ‘Procedures for dealing with, and reporting Personal Data Breaches’ – Councillors reviewed the draft document prepared by the Clerk with support from Cllr Padfield – ACTIONS – Cllr Osborn to investigate if there was any further information available to determine what exactly constitutes a ‘High Risk’. It was proposed by Cllr Osborn seconded by Cllr Davis and unanimously agreed to seek approval from Full Council for the following recommendation –</p> <ul style="list-style-type: none"> To approve adoption of the amended ‘Procedures for dealing with, and reporting Personal Data Breaches’ (copy to be provided to all Councillors) <p>b) Register of Processing Activities – The Clerk noted that this was an on-going process, whereby she was recording the process undertaken as and when different activities were being undertaken i.e. it could take up to a year to complete the process.</p> <p>c) Old School CCTV (approval given at Parish Council meeting 15/1/19 for purchase of the cameras) – Councillors recognised that there would be GDPR implications if CCTV were to be installed around the Old School – appropriate signage would need to be erected, a Data Protection Impact Assessment (DPIA) undertaken, a suitable ‘usage’ policy prepared, and changes made to the Parish Council Privacy Notice and Data Audit, to account for this new activity. In the first instance however, it would be necessary to seek the necessary permission from the Wiltshire Council Conservation Officer to erect the cameras on the exterior of the building – ACTIONS – Clerk to seek permission from the Conservation Officer. Cllr Myhill to liaise with the CCTV supplier to seek advice regarding the DPIA and appropriate signage.</p> <ul style="list-style-type: none"> Any further update to be provided at next Full Council meeting
18/19-307	<p>Other M&F Committee business</p> <p>There was none.</p>
18/19-308	<p>Date of next Committee Meeting</p> <p>To be arranged as necessary.</p>
18/19-309	<p>Closure of meeting</p> <p>There being no further business the meeting was closed at 9.21pm.</p>

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