

BARWICK in ELMET & SCHOLES PARISH COUNCIL

MINUTES of a meeting of the General Purposes and Finance Committee held at 7pm at Manor House, Scholes on Tuesday 1st May 2018

PRESENT: Councillor Craig Barker (Chair)
Councillors Claire Hassell Matthew Clover
Glyn Davies Stella Walsh

In attendance: The Clerk

1 APPOINTMENT OF CHAIR AND SECRETARY

It was **resolved** that Cllr. Barker Chair the meetings, proposed Cllr. Walsh, seconded Cllr. Clover, all were in favour. The Clerk would take the minutes (noting that he would not be required to attend once the Committee had become established).

2 APOLOGIES: Cllr. Remmer

3 DECLARATIONS OF PECUNIARY INTEREST – None

4 TERMS OF REFERENCE

Terms of reference were considered, and the Clerk will circulate these taking the discussions into account. The purpose of the Committee would be to;

- Prepare an ongoing maintenance programme
- Take a pro-active role in picking up maintenance issues
- To set the annual budget
- To review Standing Orders and Financial documents as necessary and to ensure compliance with new Data Protection legislation
- To consider other matters delegated to it by the full Parish Council

The group would also consider issues/comments made by some residents when the de-grouping survey had been carried out. Cllr. Walsh agreed to circulate the list of such comments.

Cllr. Barker agreed to have responsibility for reporting the Committee's activities to the full Parish Council.

It was suggested that the Committee has a budget allowing it to spend on any maintenance work delegated to it.

5. COMPLIANCE WITH NEW DATA PROTECTION LEGISLATION (GDPR) INCLUDING APPOINTING A DATA PROTECTION OFFICER, SETTING A DOCUMENT RETENTION POLICY AND REVIEWING DATA ALREADY HELD AND CARRYING OUT A DATA AUDIT

This would be considered at the following meeting.

6. WEBSITE – POLICY ON CONTENT AND REQUESTS BY EXTERNAL BODIES FOR LINKS/CONTACT LIST

It was suggested that the useful contacts page on the PC website should allow sports clubs but not pressure groups. Requests received would be considered by the full PC. Cllr. Walsh would review the Social Media policy and update it to include website content policies and data protection.

7. PROGRAMME OF WORKS

In order to prepare an ongoing maintenance programme, Cllr. Davies would look at the asset register and at all asset related expenditure from 2015. Maintenance issues relating to Scholes Lodge Farm would not be considered by the General Purposes and Finance Committee as there is already a working party with responsibility for that field.

8. ADEQUACY OF INSURANCE COVER

This would be carried forward to the next meeting. An itemised list of assets insured would then be considered and any necessary changes made.

9. PARISH COUNCIL FINANCES – TO ENSURE THE BUDGET MONITOR FOR 2018/19 REFLECTS THE BUDGET AGREED AT THE DECEMBER PARISH COUNCIL MEETING

Cllrs. Clover and Davies agreed to work together to set the budget for 2018/19.

10. CREATING A CALENDAR FOR REGULAR REVIEW OF DOCUMENTS SUCH AS STANDING ORDERS, FINANCIAL REGULATIONS, FINANCIAL RISK ASSESSMENTS, RISK ASSESSMENTS ETC.

Existing documents need to be circulated. It was suggested to do a review of Standing Orders in January.

Risk assessments have been done in the past; a full list of such assessments was needed in order to inform a programme of future checks. Cllr. Remmer will be asked if he is willing to take the lead on these having done so in the past.

It was also agreed that a regular inspection of Sport Clubs liability insurance and risk assessments was needed.

11 DATES OF FUTURE MEETINGS

Tuesday 29th May 2018 7pm at Manor House

The meeting closed at 9:25pm