

BARWICK in ELMET & SCHOLES PARISH COUNCIL

MINUTES of a meeting of the General Purposes and Finance Committee held at 7pm at Scholes Methodist Hall on Tuesday 29th May 2018

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

In attendance: The Clerk

1 **APOLOGIES:** Cllr. Remmer

2 **DECLARATIONS OF PECUNIARY INTEREST** – None

3 **MINUTES OF PREVIOUS MEETING**

It was **resolved** that the Minutes of the General Purposes and Finance Committee Meeting held on 1st May 2018 having been circulated, be approved subject to the comment below, proposed Cllr. Barker, seconded Cllr. Hassell, all in favour. It was felt that there should have been more detail regarding discussions about Terms of Reference.

4 **TERMS OF REFERENCE**

This agenda item was carried forward to the next meeting as they were still being worked on

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**

It was noted that recent legislation passed by Parliament exempts Parish Councils from appointing a Data Protection Officer. There was a concern regarding name and address information used for posted copies of the Parish Council newsletter. There was a reluctance to address these to “the occupier” or similar as this would increase the likelihood of them not being read. It was suggested that special envelopes are printed so that the recipient can identify the sender.

It was decided that a one-page GDPR letter will go out with the next communication, the Clerk would draft something for consideration by the rest of the Committee, Cllr. Walsh will send him an example of a letter used by the Women’s Institute to use as a template.

6. **SOCIAL MEDIA POLICY**

Cllr. Walsh had circulated a revised Social Media Policy ahead of the meeting with additions in blue. It would be updated to reflect the new regulations. The next meeting of the Committee would consider the consequences of violations of the policy. Requests from organisations for links to the Parish Council website were considered, the impartiality of such organisations being essential in order to agree to such requests. It was suggested that the Parish Council website includes a disclaimer regarding links to other sites. Cllr. Barker suggested a policy which he will send to Cllr. Walsh.

7. **PROGRAMME OF WORKS**

Cllr. Davies had looked at money spent on assets since 2015 and used this as a basis for a suggested programme of works which he had circulated ahead of the meeting. The need to check assets on a regular basis was discussed. Cllr. Barker would contact Cllr. Remmer in order to get a list of assets which need annual inspection (as Cllr. Remmer had done a lot of work on this previously). The next meeting would consider a programme of works review, a programme of works additions and additional maintenance requests and costs (for example issues raised by residents).

8. **ADEQUACY OF INSURANCE COVER**

An itemised list of assets insured was considered. There was uncertainty regarding a lamp post with hanging baskets (location not specified) – representatives of Barwick in Bloom and Scholes in Bloom would be asked about this and the insurance company asked if their records showed the original request. A kissing gate in Scholes Lodge Farm had been insured when it was first delivered and therefore vulnerable

but no longer needed separate itemisation once it had been fitted. There was uncertainty regarding defibrillator cover as only one was listed. It was decided that Adequacy of Insurance Cover be a fixed agenda item in order to capture all asset changes. It was noted that the Parish Council insurance covered up to £12M for public liability but the associated notes in the policy schedule spoke almost entirely of Environmental Cleanup Costs and reassurance was needed that the public liability protection covered any situation where public liability cover would be required. It was suggested that contact be made with the Chair of Shadwell Parish Council to compare their public liability statement & cost of their insurance premium.

9. PARISH COUNCIL FINANCES AND BUDGET MONITOR FOR 2018/19

Cllr. Davies had compared income and expenditure to October 2016 with the same to October 2017 in order to set the 2018/19 budget and felt that a similar approach could be used in October 2018. There was a suggestion that the Clerk's delegated authority might be increased.

10. Other items such as review of documents such as Standing Orders and Financial Regulations and residents comments at the Governance Review survey would be considered at future Committee meetings

11 DATES OF FUTURE MEETINGS

Monday 9th July 2018 7pm at John Rylie Centre

The meeting closed at 10pm