

MINUTES OF A MEETING OF
THE FINANCE & GENERAL PURPOSES COMMITTEE OF
WEST HALLAM PARISH COUNCIL

HELD ON FRIDAY, 27 APRIL 2018 AT 2.00PM

POWTRELL PAVILION, BEECH LANE, WEST HALLAM

Present: Councillor Mrs C Hart (Chairman)
Councillor Mr D Adams-Shaw
Councillor Mr B Broughton
Councillor Mrs C Barnes

In attendance: Kate Sharpe, Parish Clerk & RFO

1. APOLOGIES FOR ABSENCE

None.

2. DECLARATIONS OF INTEREST

None

3. MINUTES

RESOLVED that the minutes of the meeting held on 5 January 2018 be approved as a true record and signed by the Chairman.

4. DRAFT END OF YEAR ACCOUNTS

The Clerk submitted the draft end of year accounts for 2017/18 for the Committee's consideration.

RESOLVED that the draft accounts be approved by the Committee for submission to internal auditor.

5. ARRANGEMENTS FOR INTERNAL AND EXTERNAL AUDIT

The Clerk advised the Committee on the arrangements for this year's internal and external audit. All necessary documents would be passed to the Council's internal auditor on 12 May. The documents would then be brought to the Parish Council meeting on 11 June for sign off by Council to meet the 18 June deadline given by the external auditor, PK Little John.

The Committee **NOTED** these arrangements.

6. ANNUAL INSURANCE

The annual renewal notice had been received from the Council's insurance provider. The Council had previously entered into a 5-year contract with this insurance company and

the quote was for year 3 of that contract. There was a significant increase in the quote, which was due to the addition of the zip wire to the specified items list. The Committee discussed the items on the specified items list, specifically the items of play equipment and the Council's laptop.

RESOLVED that the Clerk would ask the insurance provider to requote removing the items of play equipment and the Council's laptop from the specified items list. This would mean that they were no longer insured for accidental damage but would still be covered for public liability. The Clerk would bring the new quote to the Parish Council meeting on 14 May 2018.

7. WW1 COMMEMORATION ITEMS

The Committee discussed the purchase of the proposed WW1 Commemoration items - the planters for Millhouse Crossroads and the WW1 bench.

Whilst no site had been agreed for the bench, it was **RESOLVED** that the bench should be purchased asap in advance of a decision on location.

For the planters, it was **RECOMMENDED** that these should form part of a planting scheme at Millhouse Crossroads. A cultivation licence would be applied for and companies would be asked to submit ideas and quote for a planting scheme incorporating the planter/s.

8. GDPR - PRIVACY NOTICES FOR WEBSITE AND EMPLOYEES

In preparation for the introduction of the new General Data Protection Regulations on 25 May, the Clerk had prepared some documents for the Parish Council to comply with GDPR. These were taken from the GDPR toolkit issued by NALC.

- Consent Form – to issue to residents who wish to continue receiving the Parish Council newsletter. The Committee decided that this document required some amendment to improve clarity and should include lines to request email and telephone details.
- General Privacy Notice – for the Council's website, setting out how the Council collect and process personal data.
- Privacy Notice for staff and Councillors - setting out how the Council collect and process personal data of staff and Councillors.

RESOLVED that these documents would be taken to the next Parish Council meeting with the **RECOMMENDATION** that they be adopted by Council.

9. DATE OF NEXT MEETING

RESOLVED that the date of the next meeting of the Committee was to be confirmed.