

**BARNARD CASTLE TOWN COUNCIL
RESOURCES COMMITTEE**

23 APRIL 2018

PRESENT: Councillor Blissett (in the Chair); Councillors Harrison, Mrs Moorhouse, Mrs Thompson and Sutherland.

In attendance: Councillors Miss Blissett, Peat and Child; one member of the press.

Officers: Mr King (Town Clerk) and Mrs Woodward (Deputy Clerk).

72. ACCEPTANCE, OR OTHERWISE, OF APOLOGIES

Apologies were received from Councillor Kirkbride.

Resolved – That the apologies be accepted.

At the suggestion of Cllr Harrison, it was noted by the Chair that the Town Mayor, Cllr Mrs Sandra Moorhouse, had been awarded the Paul Harris Fellowship at the Annual Rotary Charter dinner in recognition of her community work.

73. DECLARATIONS OF INTEREST

In accordance with this Council's adopted Code of Conduct (Minute 12/May/17 refers), Members were asked whether they had any personal or prejudicial interests in any matter on the agenda and, if so, to declare those interests at this point of the meeting. Members were reminded that a declaration could be given later in the meeting if a need arose during discussion.

74. RESOURCES COMMITTEE MEETING – 5 MARCH 2018 – MINUTES

Resolved – That the minutes be approved as a correct record.

75. BUDGET MONITORING REPORTS

Submitted – a report outlining budget activity for the 2017/18 financial year. Budget monitoring information was presented relating to payments and receipts for the period 1 February to 28 February 2018 and income & expenditure relating to the same period (Month 11, 2017/18).

Resolved – That the information be received and noted.

76. CALENDAR OF COUNCIL MEETINGS 2018/19

Submitted – a report proposing a calendar of meetings for the forthcoming year.

Resolved – That the schedule of meetings be recommended to the council for approval and adoption at the Annual Meeting on 14 May 2018.

77. TRAINING PROGRAMME 2018/19

Received – a report considering a 2018/19 training programme for both Members and staff.

Members noted training undertaken to date and the 2018/19 £500 training budget.

The following 2018/19 training programme was proposed:

Delegate	Course	Cost
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Councillors	Councillor Training Chairmanship Training GDPR	£30 per delegate
	Planning updates	possibly free
Councillors (and staff)	Online Training (Being a Good Councillor, Planning, etc.)	free
Clerk	GDPR	
Deputy Clerk	CilCA/ GDPR & DPO duties	£250
Services Officer (Civic)	Allotment Updates	usually at no cost (except travel expenses)
Services Officer (Finance)	HM Revenue and Customs Training (now online webinars)	free
Seasonal Staff	Health & Safety, Operational Procedure Training	free (in-house)

Resolved – That the 2018/19 training programme, as submitted, be approved.

78. GENERAL DATA PROTECTION REGULATIONS

Received – a report considering the policies required for the town council to demonstrate compliance with the General Data Protection Regulations (GDPR) and ensuring that members were aware of the GDPR and its implications for the council and the conduct of its day to day activities.

It was noted that the GDPR was to come into effect from 25 May 2018 but, to date, was not enshrined in legislation. The Council itself, as a corporate body, was the formal Data Controller.

The Information Commissioner's Office (ICO) accepted that there was much work to do to ensure compliance with GDPR, but it expected the following three actions to be undertaken prior to 25 May:

- **Data audit** – the compilation of a list of the data the council held, where it came from and with whom it was shared.
- **Privacy notices** – review current privacy notices and put a plan in place to make any necessary changes in time for GDPR implementation.
- **Policies** – update the council's policies relating to data processing and protection to reflect the new requirements.

Within the office, work was underway to fully document the personal data held, where it came from and with whom it was shared.

Privacy notices were being revised as these were issued.

The GDPR required the council to maintain records of its processing activities. In particular, it updated rights for a networked world. Doing this would also help the council to comply with the GDPR's accountability principle, by having effective policies and procedures in place.

GDPR required a review of current policies with regard to data protection and information governance. A draft policy was presented for approval to enable its adoption within the council's constitution to replace the town council's existing data protection policy. It was based on a template policy prepared by the SLCC in consultation with the ICO.

It was suggested that members established a dedicated email address for council correspondence, to avoid any confusion between information held for personal and business related reasons and to enable full disclosure of data held and ensure the retention of data only in compliance with the council's policy and the destruction of data once the legitimate reasons for processing these were spent.

It was deemed prudent that the Clerk investigated options for members establishing dedicated email addresses and that a consistent email signature be created.

Resolved – (a) That the information regarding the council's responsibilities and progress in implementing GDPR be noted;

(b) That the revised Data Protection Policy be approved and submitted as part of the draft constitution for adoption at the council's annual meeting in May; and

(c) That the council requires members to establish a dedicated email address to use exclusively for council business.

79. WEBSITE

An invoice had been received from Durham County Council (DCC) for 2017/18 hosting and support of town council website at a net cost of £578.36. Members were reminded that since the end of 2010, DCC had hosted the town council's website under an arrangement where the cost of support was free to parish and town councils in County Durham. These hosting arrangements changed at the end of 31 March 2017. Resources Committee resolved in January 2016 that options be identified for the town council hosting and maintaining its own website (Minute 54/Jan/16 refers).

Given the implementation of GDPR, it was recommended that entering into a SLA from DCC now presented the most practical and secure option for the town council. The council's GDPR compliance budget initiated in 2018/19 was sufficient to accommodate the costs of website hosting and support, which would increase by 2% on last year's cost.

Resolved – (a) That payment of £578.36 to DCC for 2017/18 hosting and support of town council website be approved, funded out of SLA compliance budget; and

(b) That the town council enters into a SLA with Durham County Council for 2018/19, with the costs borne out of the GDPR compliance budget.

80. CONSTITUTION

It was reported that NALC had published new model standing orders. These replaced the model standing orders contained in Local Councils Explained. The 2018 model standing orders incorporated or referenced the requirements of new legislation introduced after 2013. The relevant legislation was noted.

Revised Standing Orders incorporating changes were circulated to all members. In addition, relevant standing orders now encouraged corporate responsibilities in relation to the provision and management of information (including personal data).

Resolved – That the revised Standing Orders, be approved for submission to Annual Council in May 2018, to be recommended for adoption as part of the town council's constitution.

81. WOODLEIGH

It was reported that window repairs had been completed and signed off by Durham County Council (DCC). All windows had been externally decorated as part of this work and there was now an openable window in each room of the building. DCC had asked the contractor who undertook this work to provide a quotation for remedial work and decoration to the building's guttering. Any work to the guttering would be the responsibility of the town council. If a quotation was received, it would be reported to a subsequent meeting.

Fire extinguishers were serviced by 999 Fire & Safety on 6 April. Two replacements were required at a cost of £44.95 each.

Resolved – That the information be noted.

82. EXCLUSION OF PRESS AND PUBLIC (IN RESPECT OF ITEMS 83, 84 & 85, BELOW)

Resolved – That, under the provisions of the Public Bodies (Admission to Meetings) Act 1960 §1(2), the press and public be excluded from the meeting during consideration of the matters referred to at items 83, 84 & 85, below, due to the confidential nature of the business to be transacted.

83. RESERVES – INDEPENDENT FINANCIAL ADVICE

Received – a report presenting a summary of the independent financial advice received.

Resolved – That the town council does not invest in the CCLA Property Fund.

84. RISK REGISTER

Submitted – the Council's approach to Risk Assessment and Financial Management submitted for review in the form of the Risk Register. The document was normally submitted for review during the cycle prior to the formulation of the budget each year.

Resolved – That the revised Risk Register be adopted and recommended to Full Council for approval.

85. STAFFING

The Clerk gave a verbal update on structural changes in the office in advance of implementing GDPR.

Resolved – (a) That the information be noted; and
(b) That the role of Vice Chair of Resources Committee in relation to staffing, be clarified.