

REDBOURN PARISH COUNCIL

Minutes of Management and Communication Committee held on Tuesday 8th MAY 2018, Conference Room, Redbourn Parish Centre.

PRESENT: Councillors A Gardner (Chair), I Hickmott (Vice Chair), R Gray, D Mitchell and I Caldwell

IN ATTENDANCE: N Khanna (Clerk)

1. APOLOGIES FOR ABSENCE

Cllrs V Mead (Health) and M Maynard (Health)

2. DECLARATIONS OF INTEREST

Cllr Caldwell - Nickey Line, Redbourn Village Online, Citizen's Advice

Cllr Maynard – Redbourn Museum

Cllr Mead – Redbourn Museum, Redbourn Youth Club

3. PUBLIC PARTICIPATION

None

4. MINUTES OF THE PREVIOUS MEETING

It was proposed by the Chair and resolved that:

The minutes of the meeting held on 10th April 2018 are adopted as a true record of the meeting.

5. ACTIONS ARISING FROM THE PREVIOUS MINUTES NOT APPEARING ON THE AGENDA

None.

6. MATTERS TO REPORT

None

7. FINANCE

7.1 To receive the latest Management and Communications finance reports

The Clerk summarised the latest Income and Expenditure Report dated 3rd May 2018. The Clerk explained that the report reflected reconciled accounts to the end of March 2018.

The Clerk also provided an explanation with supporting reports of individual budget codes showing significant variances to the budget.

The Clerk then recommended that underspends in the following codes be moved to the corresponding Earmarked Reserve (EMR): 4055 Legal Fees, 4116 Green Belt Defence, 4200 Newsletter Production, 4203 Noticeboards, 4280 Repairs & Renewals – Internal, 4280 Repairs & Renewals - External

It was proposed by the Chair and resolved that:

*The Income and Expenditure Report, dated 3rd May 2018, reflecting reconciled accounts to the end of March 2018, be received.
Underspends in the following budget codes should also be moved to the corresponding EMR:*

- **4055 Legal Fees, 4116 Green Belt Defence**
- **4200 Newsletter Production**

- **4203 Noticeboards,**
- **4280 Repairs & Renewals – Internal,**
- **4280 Repairs & Renewals - External**

The Clerk then summarised the Balance Sheet dated 5th April 2018 showing the Council's reserves.

8. PARISH CENTRE MANAGEMENT

8.1a Parish Centre Usage

The Clerk summarised the year to date report for Parish Centre usage to the 31st March 2018, showing the confirmed end of year income figure of £32, 033.17.

It was proposed by the Chair and resolved that:

The Summary of Bookings report, year to 31st March 2018, be received.

The Clerk summarised the year to date report for Parish Centre usage to the 30th April 2018.

It was proposed by the Chair and resolved that:

The Summary of Bookings report, year to 30th April 2018, be received.

9. PARISH COUNCIL MANAGEMENT

9.1 Staff / Appraisals / Hours

9.2 Staff pay awards for 2018-19

The Clerk reported that following satisfactory appraisals, he recommended all staff increased one Spinal Column Point on their respective pay scale.

It was proposed by the Chair and resolved that:

Following satisfactory appraisals, all staff, including the Clerk, should move one point along the Spinal Column Point on their respective pay scale.

Cllrs thanked all the office staff for their hard work and for another successful year.

9.3 To receive an update on preparations for GDPR compliance

The Clerk reported that the results of the information audit had been received as a text document and that he had spent some time breaking it down into specific actions to make it clearer. This was nearly complete.

The Clerk reported that a GDPR compliant cross shredder had been ordered for the office.

The Clerk reported that office staff had started reviewing the historical drop files in the office.

9.4 Appointment of a Data Protection Officer

The Clerk had previously notified Cllrs that an amendment to the Data Protection Bill currently going through parliament had been tabled, suggesting Parish Councils not be considered as public authorities for the purposes of data protection. This would remove the automatic need for them to appoint a Data Protection Officer (DPO). The Clerk said that whilst this would not be compulsory, NALC had said this

would be deemed as good practise. The Clerk felt that appointing a DPO at a cost of £300 per annum would be good support, at least for the first year, while the new rules bedded in and in the event of a data breach.

Cllrs discussed this and were reluctant to appoint a DPO if it was not compulsory and asked the Clerk to get more clarity from HAPTC on what other Parish Councils were doing and their recommendation.

ACTION: Clerk

9.5 To consider a review of the Council’s profile as an LC2 – Small/Medium Parish

This working party is scheduled to meet on 21st May 2018

9.6 Review the effectiveness of internal audit

The Clerk was asked to move this item to the next Finance and Policy Committee agenda.

ACTION: Clerk

10. COMMUNICATIONS

10.1 Noticeboards

None

10.2 Website

10.3 Newsletter

Cllrs thanked Cllr Mitchell for all his hard work in producing another high-quality newsletter.

10.4 Social Media

Cllr Hickmott reported that as per his report to last Full Council, there were 3 key opportunities being explored. 1. An electronic noticeboard for the High Street and the Parish Centre. 2. Finding volunteer support on how the Council could better use social media. 3. Review the role of Cllr representatives allocated to local organisations.

It was agreed that this Working Party should now be listed on Full Council agendas and not just summarised under the Management and Communications Committee update.

ACTION: Clerk

11. MATTERS TO REPORT

11.1 Cllr Mitchell reminded Cllrs of the upcoming Annual meetings on the 9th and 14th of May 2018.

12. DATE OF NEXT MEETING

Tuesday 12th June 2018, 10am, Conference Room, Parish Centre.

The meeting closed at 11:30am.

Signed..... *Date*.....