



Meeting (No) **POLICY COMMITTEE (9)**
Time & Date **6pm 19 December 2017**
Place **Town Hall**
Document **Minutes**

Present: Councillors Marlow (Chair), Carter, Griffiths (substitute for Cllr Roberts), Kynaston, Lloyd (substitute for Cllr Pilley), Warner (in attendance), A Kunaj (Council Manager) and T Godfrey (RFO / Finance Manager).

PART 1: Items considered in the presence of the press and public

102 Questions and comments from residents: None.

103 Apologies for absence

Resolved: To approve apologies from Cllrs Barker (personal), Pilley (personal) and Roberts (business)

104 Declarations of Interest: None.

105 Minutes of the last meeting

Resolved: To approve minutes of the meeting held on 24.10.17. The Chair signed the minutes.

106 Governance & Operations Manager's report

The Governance and Operations Manager report was received.

The outstanding action points of Council's general and fire risk assessments are being progressed (minute 96).

The death of Mr Harris, the Council's website volunteer, was acknowledged. Council wished for the minutes to record their appreciation of his work, not only for the town council but for the work he undertook for the whole of the Neston area.

107 Council budget 2018/19

The report of the Task & Finish Group established to consider the draft Council budget for 2018/19 was considered.

A proposal was made by the Chair to recommend that Council make request to CWaC for a precept of £221,787.

A vote took place: *For:* Four. *Against:* None. *Abstain:* One (Cllr Lloyd)

The recommendation for Council to make a request to CWaC for a precept of £221,787 was carried.

The Finance Manager and Cllr Warner left the meeting

108 Strategic objectives

- The Policy Committee's objectives for 2017/18 were considered. It was agreed that the rating for both objectives should be changed to orange.

109 Policies

- a *Recommendation to Council* for amendment of the Document Retention Policy and this to include draft Data Protection Policy.

Chairman's initials and date: *Jm 1.5.18*

- b *Recommendation to Council* to approve the draft Privacy and Accessibility Policy for the website.
- c *Recommendation to Council* to approve the draft Safeguarding Policy.

110 Reception opening hours

Reception advised that it had been useful not to open for the first hours on Tuesday and Wednesdays. The committee agreed that the reception hours be reinstated as Monday to Friday 9.30 to 12 noon. The option to close one day per month during busy periods would be offered.

111 Editorial Board

The Board met on 30.11.17. A list of problems, snagging and other issues were discussed. The Board had noted budget. A recommendation would be made to Policy committee following updates from the contractor.

112 General Data Protection Regulations

- a **Resolved:** To approve half day briefing for GDPR £300, using funds from 4060 budget contractual services.
- b To approve for the Council Manager to arrange for a professional contractor to complete a remote data protection and GDPR compliance Review and Report max cost £500 from 4060 budget contractual services.
- c To approve that the Council is provided with online support for GDPR related queries and access to a full library of template documents at £55 per month (£660 per year) for a 12 month term from 4060 budget contractual services.

Items 112a & b were deferred. Advice from ChALC would be sought regarding the possibility of the negotiation of a cheaper deal from contractors.

113 CWAC Draft Community Assets Framework consultation

A response to the consultation was not formulated. Members were encouraged to respond as residents.

114 Other items: None.

115 Next meeting

The next scheduled meeting was noted as 27 February at 6pm.

PART 2: Items considered in the absence of the press and public

116 Exclusion of the Press and Public

Resolved: To exclude the public and press for the remaining items because of likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

117 Staff Employment Issues

- a **Resolved:** That HR support and advice from an HR consultant would be found.
- b *Recommendation to Council* that the appointment of the Finance Manager, Trevor Godfrey be confirmed.
- c **Resolved:** That all part time staff holiday entitlements would be aligned.
- d An oral report on the update of the staff annual appraisals was received.
- e **Resolved:** That a full staffing review would be conducted.

Meeting closed at 7.50pm

Signed Thomas J. Martin Dated 1st May 2018