

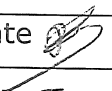



Meeting (No) **POLICY COMMITTEE (4)**
 Time & Date **6pm 17th December 2019**
 Place **Town Hall**
 Document **Minutes**

Present: Cllrs Kynaston (Chair), Davies, Griffiths and Jones, Mr Godfrey (Finance Manager) and Mrs Kunaj (Council Manager)

In attendance: Cllrs Bolderson

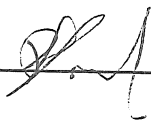
PART 1: Items considered in the presence of the press and public

47	Questions and comments from residents: None.
48	Apologies for Absence Resolved to approve apologies for absence from Cllrs Hudspeth (business), Roberts (personal) and Warner (personal)
49	Declarations of Interest: None.
50	Minutes Following deletion and initialling by the Chair of the word 'of' from page one item 36 third paragraph first line; Resolved to approve the minutes of the meeting held on 05.11.19 as a true and correct record. The Chair signed the minutes.
51	Council Manager's report was received and noted.
52	Strategic Objectives a The updated strategic objectives were considered. The committee recommendation to Council that the strategic objectives which now included committee RAG ratings be approved. b The need to be mindful of the current strategic objectives and any financial implications these may have when considering the overall budget requirement for 2020/21 was considered.
53	Committee budgets and Finance 1 The current Policy committee budget and EMRs were noted, no change from last meeting. It is anticipated that some NHB funds are to be returned. 2 Members considered; a. the whole Council's requirements for financial year 2020/21; b. the recommendation of the Precept Task & Finish Group to approve an increase for resident of band D properties of £5, along with other financial scenarios and the impact that would result from them. The RFO highlighted that there were uncertainties surrounding the council's part in devolved services in the future and emphasised that this proposal would bridge the gap between the precept request and the net budget position as requested by each committee for 2020/21. The RFO advised that the additional £5 would be paid by 13.90% of band D residents and 60.4% of Neston residents would pay less than the £5, (those between bands A – C).
Chairman's initial and date  18/12/20	

	c. The committee recommend to Council that they submit a precept request of £270,082 to meet their 2020/21 budget requirements.
54	Exclusion of the Press and Public
	Resolved That under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following item (insurance) on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.
PART 2: Item considered in the absence of the press and public	
55	Insurance
a	Members noted that the three year contract expires 21 st January 2020.
b	The options, quotations and contractor for the council's insurance were considered. Resolved to approve that the Council remains with Zurich Insurance company for the next 3 years at a cost of £1,340.84 per annum.
Members thanked the RFO for his calculations. The RFO left the meeting.	
Reinstatement of PART 1: Items considered in the presence of the press and public	
56	Data Protection Officer report and recommendations
1	The report was received and considered along with the recommendations.
2	a) Resolved to adopt a data breach register (as provide by DPO). b) The Council Manager will arrange staff (as a refresher) and councillor data protection training and cybersecurity awareness training. Our IT consultant will provide this. c) The Council Manger and staff as appropriate, will be reminded to review and delete by permanently deleting information via the Secure Shredder function, information stored in line with the revised retention policy. d) Resolved that when a member ceases to be a councillor the limits to the email history of the councillor should be set at one month. e) The Council Manager will request that the IT consultant sets up auto prompts for passwords changes, (using secure passwords). Resolved that the prompts to remind staff would be set at 12 monthly intervals. f) Resolved that there would be an indefinite retention period added to the document retention policy for consent forms. g) Members noted that the data processing agreement has been provided to the payroll agent, who has assured that its completion and return is imminent.
57	Policies
1.	<i>Internet, Email and Social Media Policy (annual review)</i> The policy was reviewed and minor amendments approved.
2.	Resolved that consent forms for personal data (photographs) will be retained for an indefinite period.
Chairman's initial and date  18/2/20	

58	Community Infrastructure Levy (CIL)
1.	It was noted that each committee was asked to submit questions to add to the community consultation, which in turn would be considered by Policy committee and recommendations made to Council. A consultation with the local community to develop a list of the infrastructure priorities in the area would then take place (item 77 19.11.19)
2.	People committee (26.11.19) Places committee (03.12.19) and Resources committees (10.12.19) have all suggested that there should be one option for each of the categories; social and physical infrastructure and green areas, was noted.
3.	The committee agreed to establish a CIL Task & Finish Group who will recommend to Policy a draft consultation paper which will then in turn make recommendation to Council. <ul style="list-style-type: none"> a. Members agreed that the Group should consist of 4 members. b. Cllr Davies was nominated. Other nominations are to be made at the next Full Council meeting c. Cllr Davies was nominated as the lead member.
59	Task & finish groups
A	The committee agreed to establish a Task & Finish Group to overview the prepared draft Financial Regulations in line with the NALC model document.
b	Members agreed; <ul style="list-style-type: none"> • There would be 2 members of the Group • Cllrs Jones and Roberts were nominated • Cllr Jones was nominated as the lead member.
60	Pensions Regulator
	It was noted that acknowledgement of the re-declaration of compliance from the Pensions Regulator for NTC staff, re-enrolment date of 01/11/19 has been received. The form was circulated for checking as per regulations to members on 18.11.19.
61	Other items: Honours Board unveiling, details to be confirmed.
62	Date of next scheduled meeting
	The next scheduled meeting date was noted as 18.02.20 at 6pm.

Meeting closed at 7.25pm

Signed  Dated 18/2/20