

HAYWARDS HEATH TOWN COUNCIL

Minutes: **Policy and Finance Committee** held on Monday 16th April 2018

Present Cllrs:

J Ash-Edwards (Chairman)
S Wickremaratchi (Vice Chairman)**
C Laband
C Ash-Edwards
A Boutrup
R de Mierre**
S Hillier
M Pulfer**

Apologies ** Absent *

Also present: Andrew Sturgeon (RFO)

Cllr A. Boutrup was proposed and duly seconded to be Vice Chairman for the meeting in the absence of the Vice Chairman Cllr S. Wickremaratchi.

62. Apologies

S Wickremaratchi – Family Matters
R de Mierre – Ill health
M Pulfer – Personal Injury

63. Minutes

The minutes of the Policy and Finance Committee held on 12th March 2018 were taken as read, confirmed as a true record and duly signed by the Chairman.

64. Substitutes

None

65. Matters Arising

Cllr Laband asked that it be noted that his name had been omitted from the agenda summons sheet. The Town Clerk acknowledged the error and informed Members that paperwork had been corrected after a clerical error.

The RFO updated Members on the action reference Cyber Insurance resolved at the last meeting of the Committee. It was only asked that Members guided him on the completion of the work he was undertaking because a resolution could not be made under the item. Members noted that the Council's existing Cyber Insurance provider, Hiscox Insurance Company, was able to offer an extended cover under its cybercrime option but the maximum indemnity limit of bank balances was £250,000. This option included cover for social engineering, which involved the theft of funds via deception or fraud rather than computer hacking. The premium for this specific area of cover would be £1,250 plus 12% insurance tax equalling £1,400 per annum. Members felt this represented a high cost against a £30,000 a day risk. It was noted that information was pending from AIG as suggested to the Chairman and the Town Clerk by the Leader of the Council, which would be fed into a further report for consideration at a future meeting of the committee. It was noted that with the IT protection in place and the need for two people to engineer any theft reduced the risk further. It was suggested that risk was very low in relation to the premium that would have to be paid and with the level at £250,000 maximum withdrawal a day it would take 8-9 days for the more money to be moved that the insurance covered.

As a result, Members asked the RFO not to look at increasing the amount of Cyber Insurance but to continue looking at alternative ways to hold the Council's monies in alternative financial institutions or other accounts.

66. Declarations of Interest

A. Boutrup declared a personal interest in item 8 General Data Protection Regulations as a joint owner of the Town Council's IT Company.

67. Payments and receipts and income and expenditure reports for the period 1st February 2018 – 28th February 2018.

Members had before them the list of payments and receipts and income and expenditure reports for the period 1st February 2018 – 28th February 2018, with the following matters raised by Members in relation to the accounts as presented,

- It was asked if the Ward Budget total was cumulative to the end of February 2018. This was confirmed by the RFO. It was then asked what the final figures were looking like for the end of March 2018. The RFO again responded by saying it would be not much different to those presented that evening, so the monies available would be swept away into the general reserve. It was also noted that there were still a number of allocations going back up to a number of years, which had not been actioned. Members and the RFO thought this was not a prudent expenditure to have rolling on year to year in the accounts. It was generally thought monies should only be held for six months. As a result, it was asked that a review of Ward Budget expenditure over the last three years be reported to the committee along with, at the suggestion of the Town Clerk, a review of the Ward Budget Protocol. It was felt that Members did not wish to lose the budget, but there needed to be thought about how money is spent along with the opportunity to see how each Ward had been using their allocation over the specific time scale.
- It was asked if it was really worth nearly £1,000 for a job advert. It was noted that the cost was for a two-week advert and the Town Council also received client support from Johnstone Press from where a number of candidates were found. It was felt in this day and age the Council should not have to advertise through papers. The Town Clerk countered this by saying the Centre Government Gateway for the Job Centre was not usable and the Town's Job Centre could not even set up an account. Furthermore, both local horticultural colleges were approached yielding no applicant. With this,

Members then **RESOLVED** to;

- a) Recommend to Full Council the list of payments and receipts, and income and expenditure for the period 1st February 2018 – 28th February 2018.**
- b) Requested a review of Ward Budget outstanding monies and the protocol for awarding the monies.**

68. Grants

The Town Clerk introduced three grants with the committee considering each one in turn. In relation to the Lindfield Arts Festival, Members agreed to award £500 towards the event on the grounds that a large number residents from the Town would attend the event and that the Festival fills a gap in the Arts and

Cultural offer available and accessible to residents of the Town. Members were supportive of the application and looked forward to seeing the initiative come forward. The stressed the importance in getting feedback on the families engaged with through the end of grant feedback assessment. Members initially raised concerns over the award of a grant to the Oathall Parent Teacher Association on the grounds that, by essence, their role was to fund raise through their activities to fund these pieces of equipment and why were the Town Council being asked to subsidise the education department. The RFO pointed out that the purchase of a piece of equipment was to support the larger re-development of the refurbished science and mathematics block supported by the applicant. Members thanked the RFO and reconsidered their position and agreed to award the grant. It was noted that awarding to bodies such as Parent Teacher Associations was a new trend and a bit of grey area so the Town Council should look at it grants criteria to help with future decisions. As a result, unanimously on all three applications;

Members RESOLVED to award;

- a) A grant of £500 to Lindfield Arts Festival towards to the Festival in September.**
- b) A grant of £500 to Nature Nurture Sussex towards equipment for forest school/woodland activity sessions.**
- c) A grant of £500 to Oathall Parent Teacher Association towards a digital microscope.**

69. General Data Protection Regulations

Members were presented with an audit of the Town Council in relation to the forthcoming General Data Protection Regulations and a number of policies and procedures relating to the regulations. The Town Clerk explained that he would be working his way through the recommendations and be undertaking the implementation of changes within the office whilst liaising with the Council's IT providers and website hosts. The following matters were raised by Members;

- Encryption of server – caution was raised on this matter as it could affect programmes used by the Town Council and if the Encryption key was lost it would be problematic, so the matter should be considered carefully and be addressed in the IT emergency plan. The Town Clerk acknowledged this and stated that a meeting had been set up later in the week with South East Business Solutions.
- CCTV – it was asked for clarification about the retention period of images recorded by the Town Hall CCTV system. The Town Clerk said he would check, but was sure it was three days, as he was also liaising with the CCTV cameras providers IPS. Furthermore, the retention period of images would have to be set out in the Town Council's documented retention policy. It was then noted that a further policy would need to be implemented to ensure images if realised were managed in an appropriate manner so the that the subject of the request is clear about the privacy of others that may be in the footage.

Members felt that the Town Council had made an excellent start and was heading in the right direction for compliance. It was noted that the Information Commissioner had stated that if it could be demonstrated that an organisation is making progress and had a plan to be compliant they would be fine for the next twelve months or so, past 25th May 2018. However, the Town Clerk felt that the Town Council was near to achieving compliance within the next month to six weeks. Generally, in the long-term, sanctions would be relative to any breach and anyone falling short of compliance or making data breaches would be worked with by the ICO before fines or legal proceeding against officers would be implemented. With this Members noted the report and the actions

within and adopted the policies one to seven as recommended in the report and presented in the appendices.

Members then **RESOLVED** to;

- a) **Adopt for action the report, of GDPR-info in relation to a data audit of Haywards Heath Town Council.**
- b) **Adopt the following policies and procedures relating to the Town Council's adherence to the General Data Protection Regulations.**
 1. **General Privacy Notice**
 2. **Training Policy**
 3. **General Privacy Notice**
 4. **Breach Notification Form**
 5. **Breach Notification Policy**
 6. **Retention of Records Procedure template**
 7. **Subject Access Request Policy**

70. West Sussex Association of Local Councils and National Association of Local Councils

Members without comment on the advice of the Town Clerk and as presented in his report then;

RESOLVED to;

Renew the Town Council's membership with the West Sussex Association of Local Councils and the National Association of Local Councils at the cost of £3,190.96.

71. Urgent Business

None.

72. Exempt Business

Members **RESOLVED** to enter into exempt business so to consider the Appraisals of all Town Hall and Grounstaff Appraisals.

Meeting closed at 8.49pm