

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE FINANCE COMMITTEE MEETING 19 APRIL 2018, CALEDON CENTRE AT 11.00AM

PRESENT: Councillors D Gordon (Chair), H Pakenham
Councillor M McMillan (ex officio)

IN ATTENDANCE: E Payne (Clerk), Mrs J Addington (Book Keeper)

7. APOLOGIES

Apologies were received from Cllr J Hopkins (health). There were no other apologies received. Cllr Quagliozi was absent.

8. DECLARATIONS OF INTERESTS

- a) There were no declarations of interest received.
- b) There were no written request for dispensation in respect of items on this agenda.

9. MINUTES

- 9.1 Members sought clarification from the Clerk that the release of reserves for the hire of coaches for a protest march to Hertsmere BC were agreed at Council on 2 February 2018. As the protest had not proceeded, no funds had been released.
- 9.2 The minutes of the previous meeting, held on 13 February 2018 were approved.

10. MATTERS ARISING NOT APPEARING ON THE AGENDA

There were no matters that did not appear on the agenda.

11. REPORTS TO COMMITTEE

11.1 Sports Club Fees

- 11.1.1 Members received a report outlining the sport club fees that were levied for the use of the sports facilities. Members thanked Mr Woodhams for his comprehensive report. Questions were asked about the potential cricket summer school and if the price proposed was comparable with other facilities. The Clerk will report to the next meeting.
- 11.1.2 Members noted that a fitness trainer paid for the use of Shenley Lane for training sessions. It was queried whether there could be more promotion of the trim trail and this will be considered as part of the promotion of the Council's facilities.

11.2 Analysis of Hall Hire

- 11.2.1 Members received a report showing the breakdown of income relating to regular and ad hoc hall hire. Members noted that there was currently a Saturday morning vacancy following the departure of Kids Can Dance and the Clerk was asked to promote this vacancy.

11.3 Bank Mandate

- 11.3.1 Members received a report with proposals for the updating of the Council's bank mandate and it **RESOLVED** that:

The Council's Bank Mandate will be updated after Annual Meeting of the Council on 9 May 2018 to reflect the following appointments:

- a) ***Chairman of Council***
- b) ***Vice Chairman of Council***
- c) ***Chair of Finance Committee***
- d) ***Chair of Community & Events Committee***
- e) ***Chairman of Environment & Neighbourhood Committee***

11.4 GDPR

11.4.1 Members received a report regarding the new General Data Protection Regulations that are coming into force from 25 May 2019.

11.4.2 Members were advised that to be compliant with the new regulations, the following actions need to be undertaken:

- a) Awareness – Members are advised that the law is changing and what impact it is likely to have within the organisation.
- b) Audit – undertake an analysis of the type of personal data held by the Council, where it came from and who it is shared with. This should be undertaken in the form of an information audit.
- c) Individual's rights – check procedures to ensure that they cover all the rights individuals have, including how you would delete personal data or provide data electronically.
- d) Communicating privacy – Review current privacy notices and update if necessary.
- e) Lawful basis for processing data – identify why we need to process this information and how we would handle requests within required timescales.
- f) Consent – review how the Council seeks, records and manages consent and whether any changes are needed. Refresh existing consents if they do not meet the new standards.
- g) Data Breaches – ensure the Council has the right procedures in place to detect, report and investigate a personal data breach.
- h) Children – put in systems to verify individual's ages and obtain parental or guardian consent for data processing.
- i) Data Protection by Design – Consider the implementation of Privacy Impact Assessments and how and when to implement them in your organisation.
- j) Data Protection Officers – Appoint an officer to take responsibility for data protection compliance and assess where this role will sit within the organisation's structure and governance arrangements. Consider whether you are required to formally designate a Data Protection Officer.

11.4.4 Members queried whether the position of Data Protection Officer could be managed through St Albans City & District Council and the Clerk will investigate.

11.4.3 Members were advised by the Clerk that more information, policies and procedures would be available at the next meeting on 10 May 2018.

11.5 Bar Audit including Sugar Tax Price Increase

11.5.1 Members received a report on the most recent bar audit undertaken and the sugar tax price increase on soft drinks.

11.5.2 Members noted that the profitability of the bar was increasing and noted where there were currently high levels of waste. It was **RESOLVED** that:

- a) ***John Smith's draft will be removed from sale unless there is an anticipated attendance at an event or hire of over 70 people, with a wider range of bottled bitters available to customers.***
- b) ***Soft drink prices are increased to reflect the wholesale price increase following the implementation in the sugar tax.***

11.6 2017/18 Year End Reserves

11.6.1 Members received a report detailing the use of earmarked reserves during the year and the position of reserves at the end of the financial year. The report was noted and no comments made.

12. DATE OF NEXT MEETING

Thursday 10 May April 2018, 11am.

The meeting closed at 1200 hours.

Signed:.....

Date: