

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE FINANCE COMMITTEE MEETING 10 MAY 2018, CALEDON CENTRE AT 11.00AM

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

IN ATTENDANCE: E Payne (Clerk)

1. APOLOGIES

There were no apologies received. Cllr Quagliozi and Cllr Hopkins were absent.

2. DECLARATIONS OF INTERESTS

No declarations were received that had not already been notified.

3. MINUTES

The minutes of the previous meeting held on 19 April 2018 were approved.

4. MATTERS ARISING

There were no matters arising that did not have an agenda item.

5. REPORTS TO COMMITTEE

5.1 Margaret Hopkins Bequest

5.1.1 Members received a report regarding the bequest from a resident, Miss Margaret Hopkins. A sum of £12,500 had been received. The Council are recipients of the bequest which stipulates that it is to be spent on the Caledon Community Centre.

5.1.2 The Chair had previously asked the Clerk to obtain quotations to improve the access to the building, to facilitate disabled visitors, following a report that had been undertaken by St Albans District Access Group. The report had found that the centre was well served by disabled toilets, had the required number of disabled car parking spaces but that accessing the building through the two sets of front doors was difficult.

5.1.3 A quotation had been obtained to ascertain whether the bequest would be sufficient for the proposed plans. There were two options:

- | | | |
|----------|----|---|
| Option1 | a) | Remove outer door and frame, replacing with automated doors
£6,500 |
| | b) | Remove inner door and frame, replacing with automated doors
£6,500 |
| Option 2 | a) | Remove outer door and frame, replacing with automated doors
£6,500 |
| | b) | Automate existing inner left-hand door
£1,800 |

5.1.4 Members considered that option 2 would be preferred and a specification will now be drawn up to obtain further quotations for cost comparison purposes.

5.1.5 Members then went onto consider further improvements to the Caledon Community Centre. They considered that the following areas were in need of attention: refurbishment of both bar areas; outside painting of the centre; refurbishment of new notice boards; replacing windows in the gents and ladies' toilets. There are other items included in the condition survey. The Clerk was instructed to draw up a schedule of proposed works to be considered at the next meeting.

5.2 Complaints Procedure

Members received a proposed Complaints Procedure. The procedure was considered, and it was **RESOLVED** to recommend to Council that:

The Complaints Procedure is adopted by the Council

5.3 Scheme of Financial Delegation

Members received a proposed Scheme of Financial Delegation. This scheme outlines how payments are approved by officers. It was **RESOLVED** to recommend to Council that

The Scheme of Financial Delegation is adopted by the Council

5.4 Document Retention and Disposal Policy

5.4.1 Members received a proposed Document Retention and Disposal Policy.

5.4.2 Members sought advice from the Clerk regarding the disposal of documents held by Councillors. The Clerk will advise all Councillors that they are welcome to leave unwanted documents at the parish council offices for disposal.

5.4.3 The policy was considered, and it was **RESOLVED** to recommend to Council that:

The Document Retention and Disposal Policy is adopted by the Council

5.5 Information and Data Protection Policy

Members received a proposed Information and Data Protection Policy. The policy was considered, and it was **RESOLVED** to recommend to Council that:

The Information and Data Protection Policy is adopted by the Council

5.6 Removable Data Policy

Members received a proposed Removable Data Policy. The policy was considered, and it was **RESOLVED** to recommend to Council that:

The Removable Data Policy is adopted by the Council

5.7 Social Media and Electronic Communication Policy

Members received a proposed Social Media and Electronic Communication Policy. The policy was considered, and it was **RESOLVED** to recommend to Council that:

The Removable Data Policy is adopted by the Council

5.8 Privacy Statement (General, Councillor, Hirers and Email)

5.8.1 Members received privacy statements which had been tailored to meet specific groups.

5.8.2 Members queried whether there should be a privacy statement attached to all outgoing emails from Council email addresses. The Clerk will report on this to the next meeting. It was **RESOLVED** to recommend to Council that:

The Privacy Statements are adopted by the Council.

6. DATE OF NEXT MEETING

Thursday 12 July 2018, 11am.

The meeting closed at 1150 hours.

Signed:.....

Date: