

LOUGHTON TOWN COUNCIL

RESOURCES AND GENERAL SERVICES COMMITTEE

MINUTES of the Meeting held on Wednesday 25 April 2018 at 7.45pm at Loughton Library & Town Hall.

Present:

Councillors: S Pewsey (in the Chair)
M Dalton J Mahoney S Murray (from Min no RG116)
A Omer T Cochrane (as substitute for Cllr Angold-Stephens)
S Murphy (as substitute for Cllr Jennings)

Also present:

Officers: E K Walsh (Town Clerk)
B Smith (Assistant Town Clerk)

The Chairman welcomed Brent Smith, recently appointed to the post of Assistant Town Clerk, to the meeting.

RG114 Apologies for absence

Apologies for absence were received from Cllrs Angold-Stephens and Jennings. The Town Clerk reported that Cllr Cochrane and Cllr Murphy had been nominated as their respective substitutes for this meeting.

RG115 Declarations of Interest

No declarations of interest were received.

Cllr Murray joined the meeting.

RG116 Confirmation of Minutes

The Minutes of the meeting held on 14 February 2018, amended from those circulated at Min no RG107 to include details of the £8,500 grant to the Epping Forest Citizens' Advice, were CONFIRMED as a correct record and signed by the Chairman.

RG117 Public Representations

None were received.

RG118 Matters for Report

118.1 Annual Town Meeting – Min no RG108.1

The draft minutes for the 2018 Annual Town Meeting held on 14 March 2018 were NOTED. No issues had arisen at the meeting that required further consideration by the council.

118.2 Office Accommodation – Min no RG81.3

The Town Clerk confirmed that the 3-year lease for the rental of 1 Buckingham Court had been finalised.

For information, the annual rent of £32,500 per annum was to be payable quarterly. The initial rent deposit would be £8,125 with an initial 3-month rent free period. The provisions of the 1954 Landlord and Tenant Act were excluded from the lease. The lease included only seven of the eight car

parking spaces so that the Council's vehicle might continue to use the eighth with the benefit of a locked car park overnight.

A side letter was also to be included with the lease to cover authorisation for the removal of the partitioning on the first floor creating the reception area and the installation of company signage on the outside of the building. On behalf of the Council, the Committee RESOLVED to execute the lease, the rental deposit deed and the side letter to enable it to be signed by the Chairman and Deputy Town Mayor.

The Committee NOTED that the final legal costs were to be confirmed and asked the Assistant Town Clerk to investigate the advisability and cost of Landlord Rent Guarantee insurance cover.

118.3 Insurance – Annual Review – Min no RG111

For information, the net insurance premium for 2018/19 was £9,059.07 with an additional £467.40 for the vehicle cover.

Figures for the insurance of the Council's play equipment were not yet available but would be brought to a future meeting.

118.4 Epping Forest District Dementia Action Alliance – Min no RG95.1

Following the Committee's decision to join the Epping Forest DDA to help create a more dementia-friendly community, Cllr Pewsey reported that he had attended the training sessions.

The Committee AGREED to ask the Council to nominate a councillor to act as a local champion for the Alliance.

118.5 Internal Audit

The internal auditor undertook his end of year visit on 19 April 2018. His report would be circulated to all members in due course.

118.6 Standing Orders

The Committee NOTED that the National Association of Local Councils (NALC) had published a new set of model standing orders to reflect the changes in legislation introduced after 2013. Many of these had already been included in the Town Council's document. However, officers would undertake a detailed review so that, if necessary, recommendations can be brought before Council for consideration.

118.7 Data Protection

118.7.1 Data Protection Policy

In response to the new General Data Protection Regulations, the Committee AGREED to adopt the following Data Protection Policy:

Introduction

Loughton Town Council is committed to working towards compliance with the General Data Protection Regulations which come into effect on 25 May 2018 and supersedes the 1998 Data Protection Act.

The Council will develop procedures that aim to ensure that all employees, elected members, contractors, agents, consultants, partners or other servants of the council who have access to any personal data held by or on behalf of the Council, are fully aware of and abide by their duties and responsibilities under the Regulations and know where to find further guidance.

The Council remains committed to protecting and respecting the privacy of all who provide their data.

For the purposes of the Data Protection Act 1998 (DPA) and the General Data Protection Regulations (GDPR), the data controller is Loughton Town Council. The Council's current registration number is PZ1870535.

Until further notice, the Town Clerk is responsible for ensuring adherence with the GDPR.

STATEMENT OF POLICY

In order to operate efficiently, the Town Council has to collect and use information about people with whom it works, its staff and councillors and members of the public. The data will include:

- 1. personal information necessary for the administration of the following services:
 - o Allotments*
 - o Cemetery*
 - o Recreation grounds and sports facilities*
 - o Hall hire**
- 2. Correspondence sent to the Council via email, telephone or letter;*
- 3. Employees' details and those of councillors; and*
- 4. Suppliers and contractors.*

NB: This list is by no means exhaustive.

Personal data may be processed on the basis that such processing is necessary for the performance of tasks carried out by a public authority acting in the public interest, out of contractual necessity or on a lawful basis.

The principles of the GDPR require that personal data:

- a. must be processed lawfully, fairly and transparently.*
- b. be only used for a specific processing purpose that the data subject has been made aware of and no other, without further consent.*
- c. should be adequate, relevant and limited i.e. only the minimum amount of data should be kept for specific processing.*
- d. must be accurate and where necessary kept up to date.*
- e. should not be stored for longer than is necessary, and that storage is safe and secure.*
- f. should be processed in a manner that ensures appropriate security and protection.*

Any personal information held by the Council will only be used for the specific purposes for which it has been provided and will not be disclosed to any other third party unless permitted or obligated to do so by law.

Handling of personal/sensitive information

The Town Council will, through appropriate management and the use of criteria and controls:-

- observe fully conditions regarding the fair collection and use of personal information;*
- meet its legal obligations to specify the purpose for which information is used;*
- collect and process appropriate information and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements;*

- ensure the quality of information used and where necessary kept up to date;
- apply checks to determine the length of time information is held;
- take appropriate measures to safeguard personal information;
- ensure that the rights of people about whom the information is held can be fully exercised under the Act / Regulations. These include:
 - a. The right to be informed that processing is being undertaken;
 - b. The right of access to one's personal information within one month. No fee will be charged, although a 'reasonable' fee may be charged for repetitive, manifestly unfounded or excessive requests or further copies; and
 - c. The right to correct, rectify, block or erase information regarded as wrong information.

Notification to the Information Commissioner / Data Protection Officer

Currently the Information Commissioner maintains a public register of data controllers. The Data Protection Act 1998 requires every data controller who is processing personal data, to notify and renew their notification, on an annual basis. Failure to do so is a criminal offence.

As a public authority, Loughton Town Council is required under the General Data Protection Regulations to appoint a Data Protection Officer, details of whom will be published once known.

Further information about the General Data Protection Regulations, your rights and the Council's obligations can be found on the ICO website: <https://ico.org.uk/>

118.7.2 Data Privacy Notice

Members also confirmed the Privacy Notice as provided in the agenda.

118.8 Staffing Matters

The Committee NOTED that the National Joint Council for Local Government Services (NJC) had reached a two-year agreement on rates of pay applicable from 1 April 2018 and 1 April 2019. The new rates would be applied for all staff from the May 2018 payroll together with the backdated pay for April.

The Town Clerk informed the Committee that the existing payroll contractor was retiring and had transferred her business to a firm of accountants. As there was to be a three-month handover period, their performance would be monitored and reviewed after three months.

RG119 Financial Assistance Applications 2018/19

The Committee RESOLVED to make the following contribution from the scheme by granting financial assistance to:

Organisation	Amount requested £	Item	Power
BASICS Essex Accident Rescue Services (BEARS)	500.00	General operational costs	LGA 1972, S137

RG120 Finance

120.1 Financial Position

The Committee NOTED the current financial position together with details of the funds available from earmarked reserves.

A note of the Council's current bank balances and most recent reconciliations was circulated at the meeting.

120.2 Accounts Paid

Payments totalling £140,526.68 as detailed on payments schedules nos 253 – 256 had been made since the report to the meeting on 14 February 2018. The schedules and accompanying invoices were available at the meeting for inspection.

RG121 Asset Register – Annual review

The Register of Assets and Properties as at 31 March 2018 was reviewed and AGREED as presented in the Agenda.

RG122 Policy Reviews

Bad Debt Policy

122.1 The Committee reviewed the Bad Debt Policy and made no amendments at this time.

122.2 Investment Strategy

Members NOTED the revised statutory guidance on Local Government Investments issued by the Secretary of State.

The Committee considered this new guidance but AGREED that the Council's current strategy continued to be appropriate.

RG123 Future Work of the Committee

No issues were raised.

Signed
Date: 4 July 2018