

DRAFT MINUTES of FLAC Meeting

Held at the Village Hall, Lambs Lane, Cottenham:
On Tuesday 24th April 2018

Present: Cllrs: Bolitho, Collinson, Morris, Smith, Wilson, RFO

18F/204. Chairman's introductions and Apologies – Cllrs McCarthy (Illness), Young (Work)

18F/205. To accept Declarations of interest and Dispensations

To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting – Cllr Collinson has a pecuniary interest re items 18F/183 and 18F/184. *The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is pecuniary. An interest is pecuniary if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter* – None

18F/206. Minutes – It was noted that Cllr Bolitho was present at the last meeting (this had not been recorded) and had acted as chairman - Resolution that the minutes from the committee meeting held on Thursday 29th March be signed as a correct record. – **RESOLVED**

18F/207. Public Participation – Standing Orders to be suspended - *Public question time is dealt with prior to the start of the meeting and doesn't form part of the formal business of the Council. Time is limited to 30 minutes and each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes in order to allow other people to also speak without the public session exceeding its allotted time. NB: Councillors will not be able to respond on items on the agenda but will take notice of the views put forward – No members of the public present.*

18F/208. Review of monthly management accounts (to 31st March 2018) - The committee reviewed the accounts. The committee looked at the year-end document and the management accounts and felt that some of the figures needs further consideration/reallocation and should be consistent between the two documents. The surplus in the year-end accounts should be zero, the RFO and Cllr Morris are planning to meet with our accountant to look at these issues. It was felt that we should have a drainage budget line going forward.

18F/209. Review of Bank Reconciliation to the end of March 2018 – The RFO and Cllr Morris completed a bank reconciliation earlier on in the month (17th March 2018). The committee were satisfied with the report given.

18F/210. Authorise payment to Cambridgeshire County Council Invoice number 10785874 for £1129.85 for street light energy costs – This cannot be authorised as the invoice details incorrect dates. RFO to chase this up.

18F/211. Authorise payment to Travis Perkins Invoice number 9271 for £40.62 + VAT total £48.74 – Resolution to pay this invoice - **RESOLVED**

18F/212. Authorise payment to Wilby and Burnett invoice number 12875/3202 for £3825.00 + VAT total £4590.00 for Architectural services in preparation of planning pre-application – Resolution to pay this invoice - **RESOLVED**

18F/213. Authorise payment to Birketts invoice number 180169.00003 for £825.00 + VAT total £990 for professional services in preparation of planning pre-application – Resolution to pay this invoice – **RESOLVED**

18F/214. Inspections of fixed assets – deferred

18F/215. Consider draft of Grants and Donations policy – Deferred

18F/216. Consider Document Retention policy – Deferred

18F/217. Consider General Privacy policy- Too complex in its current state, Cllr Morris and RFO will meet to look at this and bring a draft back to the next meeting.

18F/218. Consider Information and Data Protection policy – An Information and Data Protection policy has been drafted. The committee considered the draft and note that on the first page where it says the Parish council will periodically review we need to state how often. In the Complaints section we need to state a time scale. Deferred

18F/219. Consider Councillor Privacy Notice – Deferred

18F/220. Consider Hirers Privacy Notice – It was felt that a separate policy for Hirers was unnecessary and that on the current hirers agreement form a short statement should be included and a referral to the full Privacy statement on the website.

18F/221. Consider Grant Application Privacy Notice – It was felt that a separate policy for Grant Applicants was unnecessary and that on the current Grant Application form a short statement should be included and a referral to the full Privacy statement on the website.

18F/222. Consider General Data Protection Regulations (service) Consent to hold contact information – The committee felt that the form was over complicated and asked for too much information, instead we can send out a short email to existing stakeholders, wording to be agreed.

18F/223. Consider named person for the role of Data Controller – The current named Data Controller is the RFO the committee considered the RFO to be the correct person to continue to carry out this role. Cllr Morris will look at the role in more detail and the potential pay scale adjustment.

18F/224. Consider new model Standing Orders from NALC (April 2018) – The committee considered the new legislation that has been introduced since the last model standing orders (published in 2013). Our current Standing Orders are in line with the new legislation but will review in a FLAC meeting at a later date.

18F/225. Consider insurance implications in line with new data protection rules – The RFO has contacted our insurance company who confirmed that Zurich do provide cover against Cyber breaches under the Public Liability line of cover, provided that an act of negligence is to blame. This would compensate any third parties that suffer financial loss through a cyber breach on our end. Zurich do not cover any fines that are charged in the event of a data protection breach.

18F/226. Review report from the Internal Audit – We had our internal audit on Monday 23rd April with Heelis and Lodge. The report was positive, the only suggestion is that we use the Audit plan sheet (which she has provided) when considering the appointment of an internal auditor next year.

18F/227. Matters for consideration at the next meeting.

- Review of monthly management accounts (to 30th April 18)
- Review of monthly bank reconciliation (to 30th April 18)
- General Privacy Policy and Data Protection matters
- Reconciliation of the Annual accounts to the Management accounts

18F/202. Date of next meeting – Thursday 24th May 2018

18F/203. Close of meeting – 21.19

Signed _____ (Chair) Date _____