

AGENDA PACK
Finance, Legal and Administration committee
Thursday 24th May 2018

To: Members of the Finance, Legal and Administration Committee (FLAC)
You are hereby summoned to attend a Committee meeting
To be held in the Village Hall, Recreation ground, Lambs Land, Cottenham on:
Thursday 24th May 2018 at 7.30pm

AGENDA

All Parish Council Meetings are open to the Public and Press

18F/230. To elect the Chairman of the Council and to receive their Declaration of Acceptance of Office

18F/231. Chairman's Introduction and Apologies for absence – *(Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.*

18F/232. To accept Declarations of Interest and Dispensations – *i. To receive disclosures of pecuniary and other interests from Councillors on matters to be considered at the meeting. ii. To receive written requests for dispensation. iii. To grant requests for dispensation as appropriate. (NB this does not preclude any later declarations).*

18F/233. Minutes – To resolve that the minutes (circulated to members) of the Finance Committee meeting held on Tuesday 24th April 2018 be signed as a correct record.

18F/234. Public Participation – *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 to allow other people to also speak without the public session exceeding its allotted time. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting. Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may film, photograph or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting of the parish council as it takes place or later; report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting. However, anyone wishing to do so must speak to the clerk prior to the meeting as there is a policy which must be followed.*

18F/235. Look at End of Year accounts and Management accounts March 2018 – RFO

18F/236. Review of monthly bank reconciliation (to 30th April 2018) – RFO

18F/237. Consider wording of Privacy Notices (Banner on the website (Notice) and Privacy Policy (Full Policy)) – Cllr Morris

18F/238. Consider wording for email signatures (Clerk/Assistant Clerk/ RFO/Councillors/Working Parties) - Cllr Morris

18F/239. Consider Subject Access Requests and the identity verification process - RFO

18F/240. IT & Communications Policy (security section) - RFO

18F/241. Consider our current Health and Safety statement - RFO

18F/242. Review Terms of Reference for the Administration and Finance committee - RFO

18F/243. Consider steps to remove Illegal flyposting/anonymous posters – RFO

18F/244. Asset Register Review – Cllr Morris

18F/245. To consider whether to include in CPC regulations an order to name new streets and pathways in Cottenham after local persons, sights, flora and fauna – Cllr Bolitho

18F/246. Authorise and pay Bridgeman Maintenance invoice 742 dated 15/05/18 for work on notice boards for £260. – RFO

18F/247. Authorise and pay Thomson, Webb and Corfield Invoice number: 68297 Date: 17/04/18 the sum of £2000 + VAT £400 and expenses £6 total £2406 re seller's legal fees (60 Lambs Lane) – RFO

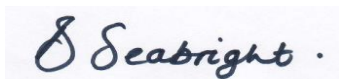
18F/248. Authorise and pay King & Co statement re purchase of Land at 60 Lambs Lane £10,997.00 (inclusive of £156 VAT) - RFO

18F/249. Matters for consideration at the next meeting

- Review of monthly management accounts (to 31st May 2018)
- Review of monthly bank reconciliation (to 31st May 2018)
- Document Retention Policy – 2014
- Model Publication Scheme – 2012
- Grants and Donations Policy

18F/250. Date of next meeting – Tuesday 26th June 2018 (at the Village Hall)

18F/251. Close of meeting –



Debbie Seabright – RFO

17/05/18

Right Side Entrance, Community Centre

250a High Street, Cottenham, Cambridge, CB24 8RZ Tel: 07503 328401 Email: rfocottenhampc@gmail.com

18F/233.

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 _____

18F/235.

Year End Accounts and Management accounts March 2018 sent out separately.

18F/236.

Bank Reconciliation

Reconciled on 16th May 2018 by RFO and Cllr McCarthy

Council's Bank Accounts were reconciled to our Sage system and are in order.

In summary:

£838,031.73	Cash at Bank (as of the 30 th April 2018)
- £18,513.29	Creditors
+ £9296.46	Debtors
£828,814.90	Net balance on bank reconciliation

Creditors

- AJ King £3800 (contract costs)
- Anglian Water £153.34
- Birketts £990 (Advice)
- BCS £33.60 (payroll)
- Calor Gas £591.78
- CALC £600 (Clerk and RFO course)
- Calor Gas £17.99
- Cambridge County Council £1129.85 (street lighting)
- Connections Bus £2223
- CSA £121.41 (cleaning supplies)
- CUSSC £1080 (services)
- RFO £10.37 (sim card)
- Green & Purple £60 (accountancy)
- Heelis and Lodge £420 (internal audit)
- MP Cleaning services £468 (deep clean of VH)
- Nick West £2176.88 (VH cleaning)
- PHS group £24 (admin charge)
- Assistant Clerk £16.92
- Southern Electric £549.19
- Travis Perkins £48.74
- Wilby and Burnett £4590 (Architect fees)

TOTAL £18,513.29

Debtors

- Baby Clinic - £124.20
- Cottenham Colts - £1993.20
- Cottenham Community Land Trust - £90
- Cottenham United Football Club - £1680
- CUSSC - £3120
- Aerobics instructor - £82.80
- Ladybirds - £1308.06
- Village Hall Hire - £90

- Overpower fitness - £43.20
- SCDC - £165
- Whyatts -£600

TOTAL £9296.46

18F/237.

Consider wording of Privacy Notices

Banner

“**PRIVACY** Cottenham Parish Council respects your personal data and only retains the minimum necessary – for example, your email, and possibly your name and postal address and any comments you make - unless we have a legal obligation or your express consent. This policy reflects the high standards established by the **General Data Protection Regulations (GDPR)** taking effect across Europe from 25th May 2018. “

Privacy Notice

Privacy Notice

Why have this notice?

Cottenham Parish Council respects your personal data and only retains the minimum necessary – usually only your email, and possibly your name and postal address and any comments you make on to us. Unless you tell us otherwise, we may make this information available in others **but** only for the purposes of further consultation or clarification in the context of Parish Council activity. This policy reflects the high standards established by the **General Data Protection Regulations (GDPR)** taking effect across Europe from 25th May 2018.

Cottenham Parish Council has adopted this Privacy Notice

Your Personal data – what is it?

Personal data is any information about a living individual which allows you to be identified.

Personal data the Parish Council processes and retains

- To keep you informed of Parish Council services and other activities of local interest, we process and retain your contact information. This is usually limited to name, title, any aliases; your contact details such as telephone numbers, addresses and email addresses; and possibly comments you make and photographs. We do not share this data and may retain it until you request its deletion.
- To keep you informed of issues you have reported to us or expressed interest in, we process and retain your contact information. This is usually limited to name, title, any aliases; your contact details such as telephone numbers, addresses and email addresses; and possibly comments you make and photographs. We may need to share your contact data with trusted third parties, such as South Cambridgeshire District Council, Cambridgeshire County Council or other trusted parties we are working with. We may retain this data until you request its deletion.
- Where you pay for activities such as use of a council hall, we process and retain financial identifiers such as bank account numbers. In these instances we retain data for as long as necessary to satisfy HMRC and legal requirements.
- In a few cases especially as employees, we may need information such as gender, age, education, work history, academic/professional qualifications. In these instances we retain data for as long as necessary to satisfy HMRC and requirements of employment law.

According to data protection law, the personal data we hold about you must be:

- Relevant to the purposes we have told you about and limited only to those purposes
- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Accurate and kept up to date
- Kept only as long as necessary for the purposes we have told you about
- Kept and destroyed securely including ensuring the appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

How long do we keep your personal data?

In general, we will endeavour to keep data only for as long as we need it; then we will delete it. We may keep some other records for an extended period of time. For example, financial records for a minimum period of 8 years to support HMRC audits or provide tax information or information necessary to defend or pursue legal actions.

We will keep some records permanently if we are legally required to do so, usually as part of our statutory obligations as a public authority.

Your rights and your personal data

Subject to proving your identity to us, you have the following rights with respect to your personal data:

1) *The right to access personal data we hold on you*

At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will usually respond within one month. There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) *The right to correct and update the personal data we hold on you*

If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) *The right to have your personal data erased*

If you believe that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold. When we receive your request and confirmed your identity we will confirm whether the personal data has been deleted or the reason why it cannot be deleted at this time.

4) *The right to object to processing of your personal data or to restrict it to certain purposes only*

You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) *The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained*

You can withdraw your consent by telephone, email, or by post (see Contact Details below).

6) *The right to lodge a complaint with the Information Commissioner's Office.*

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on www.cottenhampc.org.uk/publications. This Notice was last updated in May 2018.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

Cottenham Parish Council, Right Side Entrance, Community Centre, 250a High Street, Cottenham, Cambridge CB24 8RZ.

Email: clerk@cottenhampc.org.uk

18F/238.

Consider wording of email signatures.

(note – first and second examples should suit most purposes)

OFFICER SIGNATURE for eMails sent by Officers of Cottenham Parish Council from Name@cottenhampc.org.uk addresses

“This email (including any attachments) may contain confidential and/or privileged information.

Cottenham Parish Council respects your personal data and only retains the minimum necessary – in this case, your email, and possibly your name and postal address and any comments you make on this message and related issues unless we have a legal obligation or your express consent.

If you have received this email in error, please notify the sender and delete the email and all attachments immediately; any reliance on, use, disclosure, dissemination, distribution or copying of this email or attachments is strictly prohibited.

If you are the intended recipient, and unless you tell us otherwise, we may make this information available in due course to relevant **Officers or Local Members of South Cambridgeshire District Council and Cambridgeshire County Council** and/or the **local MP** but **only for the purposes of further consultation or clarification**. This policy reflects the high standards established by the **General Data Protection Regulations (GDPR)** taking effect across Europe from 25th May 2018.”

Email transmission cannot be guaranteed to be secure or error free. The message has been checked for viruses but the contents of an attachment may still contain malware, which could damage your computer system. We do not accept liability for any damage you sustain as a result of receiving the email or any attachment and you are advised to use up-to-date malware protection software. “

COUNCILLOR signature when sending eMails from a Name@cottenhampc.org.uk email address including addressees outside the immediate membership of CPC with cc to any CPC Officer.

“Cottenham Parish Council respects your personal data and only retains the minimum necessary – in this case, your email, and possibly your name and postal address and any comments you make on this message and related issues unless we have a legal obligation or your express consent.

Unless you tell us otherwise, we may make this information available in due course to **South Cambridgeshire District Council, Cambridgeshire County Council and/or the local MP** but only for the purposes of further consultation or clarification in the context of this email. This policy reflects the high standards established by the General Data Protection Regulations (GDPR) taking effect across Europe from 25th May 2018.”

NP signature when sending eMails to the NP Ambassadors from a Name@cottenhampc.org.uk email address with cc to any CPC Officer.

“Cottenham Parish Council respects your personal data and only retains the minimum necessary – in this case, your email, and possibly your name and postal address and any comments you make on the **Neighbourhood Plan** and related issues. Unless you tell us otherwise, we may make this information available in due course to **South Cambridgeshire District Council** and the **independent Neighbourhood Plan Examiner** but only for the purposes of further consultation or clarification in the context of **Cottenham’s Neighbourhood Plan**. This policy reflects the high standards established by the General Data Protection Regulations (GDPR) taking effect across Eur

18F/239.

First stage of a Subject Access Request and the identity verification.

Template example shown below:

XXXX Town Council
Subject Access Request Form

Process to Action		
Name of requester (Method of communication) Email Address Phone number Postal Address		
Date Subject Access Request made		
Is the request made under the Data Protection Legislation	Yes	No
Date Subject Access Request action to be completed by (One month after receipt time limit)		
Extension to the date of reply requested (An extension of another two months is permissible provided it is communicated to the subject within the one month period)	Yes	No
Extension date advised to the Subject Requester and method of contact		
Identification must be proven from the below list: Current UK/EEA Passport UK Photo card Driving Licence (Full or Provisional) EEA National Identity Card Full UK Paper Driving Licence State Benefits Entitlement Document State Pension Entitlement Document HMRC Tax Credit Document Local Authority Benefit Document State/Local Authority Educational Grant Document HMRC Tax Notification Document Disabled Driver's Pass Financial Statement issued by bank, building society or credit card company Utility bill for supply of gas, electric, water or telephone landline A recent Mortgage Statement A recent council Tax Bill/Demand or Statement Tenancy Agreement Building Society Passbook which shows a transaction in the last 3 months and their address		
Verification sought that the Subject Access request is substantiated	Yes	No
Verification received	Yes	No
Verification if the Council cannot provide the information requested	Yes	No
Is the request excessive or unfounded?	Yes	No
Request to be actioned	Yes	No
Fee to be charged		

(Subject Access requests must be undertaken free of charge to a requester unless the legislation permits a reasonable charge)	Yes	No
If the request is to be refused, action to be taken and by whom.		
Changes requested to data/ or removal		
Complaint Process (Where a requestor is not satisfied with a response to a SAR, the council must manage this as a complaint)		
Completion date of request		
Date complaint received by requested and details of the complaint		
Date complaint completed and outcome		

Categories of Data to Check

Data	Filing Cabinet	Laptop	Checked	Corrected/Deleted	Actioned by
HR					
Democracy					
Statutory Function					
legal					
Business					
Legal requirement					
General Data					
Consultation Data					

18F/240.

IT & Communications Policy

18F/241.

Health and Safety Statement

Current Health and Safety statement below:

Health & Safety Policy Statement

Cottenham Parish Council recognizes and will meet its common law and statutory health and safety responsibilities.

The Council recognizes that good health and safety management supports the delivery of our services for the people of Cottenham. As part of the overall Risk Management process and culture, good health and safety management will help reduce injury and loss, help promote a healthy workforce and help protect all who are affected by the Council's services.

Managers will ensure health and safety matters are an integral part of all activities and health and safety is given due consideration with other service commitments.

The Council will endeavor to consult on significant health and safety issues with the workforce in good time to enable staff to express their views on health and safety issues. All staff must actively support the Council's efforts by working with due regard to the safety of themselves and others. The Council expects and encourages similar support from contractors, partners and volunteers and co-operation from clients and other visitors who use its facilities or visit premises.

18F/242.

Review Terms of Reference for the Administration and Finance committee – sent out separately

18F/244.

Asset Register – sent out separately.

18F/245.

Street naming

From Cllr Bolitho:

To consider whether CPC should formally take charge (within allowable parameters) of the naming of new Cottenham streets and roads rather than stick with the current ad hoc scheme that has no parameters?

Reason for action: last month a street on the new Bellway estate was named after Sir Isaac Newton who has no connections whatsoever to Cottenham.

