

HUNGERFORD TOWN COUNCIL

The Mayor
Cllr Helen Simpson
57 Fairview Road
Hungerford
Berkshire
RG17 0BP
Tel: 07920 110380
hm.simpson@btconnect.com



The Town Clerk
Mrs Claire Barnes
The Library
Church Street
Hungerford
Berkshire RG17 0JG
Tel: 01488 686195
townclerk@hungerford-tc.gov.uk
www.hungerford-tc.gov.uk

MINUTES of the **Finance & General Purposes Committee** held on Tuesday 13th November 2018 at 7.00pm in the Library, Church St, Hungerford.

Present: Cllrs Winsor, Cllr Knight, Simpson, Farrell, and Cusack (not a member of this committee)
Also present: Town Clerk, RFO

1. **Apologies for absence** – Cllrs Crane, Brookman
2. **Declarations of interest** – Cllrs Winsor and Farrell (Chilton Foliat Community Association), Cllr Winsor (Allied Office Machines), Cllr Cusack (Newbury Parkinson Group)
3. **Minutes – Propose minutes of F&GP meeting on 11th September 2018 and outcome of any actions** – *Cllr Winsor proposed agreement of the minutes as a true record, with an amendment to item 6 to read 'seconded by Cllr Simpson', seconded by Cllr Simpson, one abstention, rest in favour.*
All councillors present signed an updated dispensation for discussion of the precept.
4. **Finance:** -
 - **Discuss large projects, need/demand, priority, budget and timescales, in particular the following:** - **Purchase of Freehold of Croft Field Centre and internal improvements to the centre, Repairs to Triangle Field Car park, Tree programme** – Cllr Simpson wishes for better management of our processes to tie in with our Action Plan, suggesting we should limit ourselves to just a few large projects and if they affect the Precept significantly consider public consultation. It was noted it is difficult to get public involvement and councillors are in a better position to make decisions as they are very informed. It was agreed before commencing any project there should be more consideration given to its merits so not to waste time and money further down the line. It is important to have the right Project Manager in place and to utilise available skills.
Action: Cllr Knight to produce a pro forma project check list using SMART to include a reference to costings.
Action: Clerk to add to each committee's agenda in the new year, 'Review current Action Plan' and 'Consider any future projects for 2020-2021, ahead of October 2019 budget setting'.
 - **Consider consultation with public for large projects** – Discussed above.
 - **Propose purchase of new A3 colour photocopier/printer – refer to report attached.** The report was discussed. It was noted if we rent a machine, we can upgrade it however there is a significant cost saving to buy it over the course of five years rather than rent it. If buying, we are committed to 5 years' service. *Cllr Simpson proposed purchasing a new Elmdale machine at a cost of £1852 with a 5-year warranty, seconded by Cllr Knight, one abstention, rest in favour.*

- **Propose acceptance of bank reconciliation reports - Deferred**
 - **Propose any additional grant payments – refer to report attached.** It was noted that for future grant applications, if it is not clear if Hungerford residents will benefit, the question should be raised with the applicant. *Cllr Farrell proposed the grants as specified in the report with the following changes, an increase to the blind club to £300, an increase to the parcel fund to £150 and but no donations to National Animal Welfare Trust or Newbury Parkinson Group this time, making a total donation of £2,100 including the recent £100 donation to Children in Need Rickshaw Challenge and further proposed that the remaining balance of the grant budget of £650 be ear marked for the Extravaganza 2019, seconded by Cllr Simpson, one abstention, rest in favour.*
 - **Propose increase to credit card limit from £1000 to £2000 – Cllr Simpson proposed increasing the limit to £1500 and if this still proves too low reconsider later, seconded by Cllr Knight, one abstention, rest in favour.**
 - **Propose Cllr Winser as signatory on bank account – Cllr Winser signs off the bank recs and is Chair so would rather keep the roles separate. Cllr Simpson proposed Cllr Winser does not become a signatory for this reason, seconded by Cllr Farrell, two abstentions, rest in favour. Action: Add to Full Council agenda to request another signatory which doesn't need to be an F&GP member.**
 - **Propose draft F&GP budget for 2018-2019 –** The changes to the grading system for salary bands was noted along with increases to the pension contributions and salary projections. The draft F&GP budget was discussed line by line. The £10k grant agreed at Full Council for the library was added in along with a £2k budget for E&P. £5K was added for H2036 for the Clerk's hours. £3250 was included for the T&E budget. Several projects needed to be delayed a further year due to lack of funds notably any major improvements to Croft Field Centre or Swimming Pool House. Another Skate Park Awareness Day will not happen unless a grant is found. Budgets for the Tree programme and Lamp post upgrades are available. *Cllr Winser proposed a recommendation to Full Council of a Precept request of £287,152 for 2019/2020 which shows an increase of 4.96% (note 2019 Band D figure has yet to be received so figures are currently based on last year's Band D), seconded by Cllr Simpson, one abstention, rest in favour.*
5. **Youth & Community Centre – Update on lease –** Terms have been agreed and we await the engrossments.
 6. **GDPR – Propose actions following auditor's visit – refer to report attached.** *Cllr Knight proposed every councillor should have a Council email address and the Clerk can spend up to £1000 annually to set this up, seconded by Cllr Simpson, one abstention, rest in favour. Action: Clerk to set up Cllr email addresses and put GDPR on the next F&GP agenda to discuss other outstanding issues.*
 7. **Asset List – Progress on update (as required in Auditor's report) –** The RFO has completed about 80% of this and continues to work on it.
 8. **Consider a review of standing orders – Action:** Add to F&GP agenda in January 2019.
 9. **Army event in February – Volunteers and input required (this item was taken after item 3) –** Rob Faulkner introduced himself as a recruitment operations manager. He looks after 3 Army Careers Centres in Reading, Swindon and Aldershot. He helps those that wish to join the army and arranges public events to showcase what the army does. It is engagement with people, any gender, faith or age, rather than recruitment. They showcase their STEM related equipment including vehicles and kit. Next year they have a wave of activities and are starting

in Hungerford on Monday 18th Feb 2019 (half term week) then moving on to Reading and to further venues throughout the year. Previously they had a Gazelle helicopter in Reading. They are looking to bring to Hungerford Army Medical, Veterinary and REME. This could include chocolate moulds, sniffer and search dogs, triage table, make-up artists for training with wounds, virtual reality tours and a 7.5T truck. They will advertise it, also using snapchat, Facebook and Instagram, and will engage with the schools. No indoor space is needed. Various Hungerford venues were suggested including the Rec, Croft Field and Triangle Field as well as the High St.

The committee were fully supportive and keen to hold a big event. Rob agreed to request all the equipment he can, and he will let us know what he can bring. They provide their own security, insurance, risk assessments and advise the Police. Rob will contact the Clerk with dates suitable to visit the venues available.

Rob was thanked for his presentation and left the meeting.

Meeting closed at 9.35pm

Hungerford Town Council

Public Report

Report to:

F&GP committee meeting 13/11/2018

Agenda Item No 4

Background

The office currently has a Canon Black & White Photocopier purchased for £1,556 in 2006 and a Samsung Colour Printer purchased for £450 in May 2013. The photocopier is not functioning properly due to its age and purchasing the toners for the colour printer is increasingly expensive.

We have a service contract with Elmdate Maintenance Ltd for the photocopier and in the financial year to March 2018 we spent £228.12 + VAT for servicing + one toner cartridge for the photocopier. We spent £825.15 + VAT for toner cartridges for the colour printer.

Total cost for the year £1053 + VAT.

Objective

To replace both machines with one single machine that will copy, print and scan in black & white and full colour on A3 and A4 paper. It is hoped this will improve efficiency in the office and reduce the annual cost.

Options

Quotes have been received from 2 suppliers – both have quoted for a reconditioned machine and a new machine, either to purchase outright or to rent. They have also quoted for a service contract which includes all parts, engineer’s time and labour, preventative maintenance, all user training and genuine manufacturer’s replacement toners.

Financial and Legal implications

	ELMDALE (our current supplier)		ALLIED OFFICE MACHINES	
	Reconditioned	New	Reconditioned	New
Buy outright	£1250	£1852	£1320	£2368
Rent – 3 years	£116.25 per quarter	£172.24 per quarter	-	-
Rent – 5 years	-	£111.64 per quarter	£82.80 per quarter	£148.55 per quarter
Service – B&W	£7 per 1000 copies	£6 per 1000 copies	£5 per 1000	£5 per 1000
Service - Colour	£45 per 1000 copies	£40 per 1000 copies	£50 per 1000	£50 per 1000

The service charges are payable quarterly and a usage only basis.

We currently have £3533 in our Earmarked IT & Office budget.

I have done some figures based on 3000 copies a quarter (2000 black and white, 1000 colour) = 50 copies a day.

If we bought the new machine from Elmdale for £1852 our quarterly costs would amount to £52 which is approximately what we currently pay to Elmdale per quarter. This amounts to £208 per year (a saving of approx. £800 per year which is the cost of the toner cartridges for the colour printer).

If we rented the new machine from Elmdale over 5 years our quarterly costs would amount to £163.64 which is a total of £654.56 per year (still a saving on our current costs). After 5 years our quarterly costs would go down to £52.

Recommendation(s)

The best option, based on the above information

Signed: Sarah Hennessey 07/11/2018

GDPR Implementation - Hungerford Town Council Summary

The Council is aware of the requirements to comply with the Data Protection Act 2018 (GDPR), and there is some limited reference to this in the Minutes of Council meetings. It was apparent from the audit that the Clerk has taken some actions towards implementation, but it was not clear that the Council, as a body, had in place a formal plan in place to assist it in working towards implementation. There is a clear need for the Council to put in place an action plan in order to ensure that the Council will be compliant with GDPR within a defined timescale.

Awareness

The Clerk of the Council is aware of the need to implement GDPR and has taken steps to advise the Council of these requirements. During the audit visit the requirements of GDPR were discussed with the Mayor and Deputy Mayor of the Council who happened to be in the

Clerk's office and it was apparent that there was both awareness of the issue and clear desire for the Council to be compliant with the requirements of the Data Protection Act 2018.

It was not clear from a review of available records that the Council has put in place a plan for the implementation of GDPR and it has not formally allocated responsibility for the implementation of GDPR to a specific working group or committee. The Council has not determined how the ongoing management and supervision of GDPR will be carried out through its committee structure once the implementation has been carried out.

The Clerk has taken on the role on leading the implementation of GDPR but the Council has not formally appointed the Clerk as the person responsible for Data Protection.

The Council has undertaken very limited training and, as at the date of the audit visit, formal training has not been provided to the Clerk, Councillors or staff.

The Council has not formally advised Councillors on their responsibilities in respect of GDPR, in particular, the implications for Councillors of their use of personal emails for Council business

Information You Hold

The Clerk has conducted Data Audit of the data the Council holds using a template used by SLCC. From discussions with the Clerk it appears that this information may be limited, but specific issues were identified in respect of personal information of Councillors which is published on the Council website. At the date of the audit visit the outcome of the Data Audit has not yet been subject to review or approval by Council.

Communicating Privacy Information

The Council has put in place specific documents for a specific purposes based on templates recommended by SLCC. It is likely that such an approach may well result in a large number of documents which will have to be maintained and amended over time. Use of standard form for consent (such as the NALC model format), which can amended as required would probably be more useful and practical over time as it would significantly reduce the number of documents that need to be monitored and updated.

Individuals Rights

The Council does not have in place a process for notifying individuals of their rights. The current draft of the Privacy Statement makes a peripheral reference to these but is extremely limited in its description. The NALC General Privacy Notice, although significantly longer, does contain all the elements that the Council will need. As the document will usually be accessed through the website and will infrequently need to be printed, the longer length of the NALC Privacy Notice should be a disincentive for its adoption by the Council.

Subject Access Requests (SAR)

It was not clear from a discussion with the Clerk that the process of handling of a Subject Access Request is clearly understood. The Council has not yet put in place a policy for how it should handle a SAR. Given that there is a limited time of one month available to handle SARs it is unlikely that the Councils meetings timetable would enable the Clerk to discuss this with Councillors in detail, unless specific arrangements are put in place.

Lawful Basis for Processing Data

The Council has not reviewed the Data Audit undertaken by the Clerk. The Data Audit enables the Council to identify what data it holds and the legal basis for holding this data. It is important therefore that the audit is subject to some form of review and oversight by the Council.

Consent

The council has not established a formal process of obtaining consent. It is important that this is done as a key element of the new legislation is the need to obtain consent, unless there is another valid basis (such as a contractual need)

Children

It is understood that the Council does not hold data in respect of children

Data Breaches

The Council has not adopted a formal policy for the handling and reporting of data breaches

Data Protection by Design and Data Impact Assessments

The council has not formally considered the need to establish a robust IT security policy. It is understood that a DPIA has been carried out in respect of the Councils CCTV system using a template provided by the CCTV supplier.

Data Protection Officer

The Council has chosen to appoint a Data Protection Officer and is aware that town and parish councils are exempt from the requirement to appoint a DPO under the Data Protection Act 2018.

International

It is understood that the Council does not transfer data outside of the EU

Recommendations

1. The Council should establish a formal plan, with a specific timescale, for the implementation of GDPR. The Council should establish a deadline of 31st March 2019 for the full implementation of GDPR.
2. The Council should formally designate the Clerk as the person responsible for Data Protection at the Council.
3. The Council should designate either a sub-committee of working group to oversee the implementation of GDPR. This body should have the responsibility for
 - a. Drafting an implementation plan for GDPR
 - b. Monitoring progress against this plan
 - c. Reporting progress against plan to Full Council
 - d. Approving draft GDPR policies / procedures
 - e. Submitting GDPR policies / procedures to Full Council for approval
4. The Council should formally allocate responsibility for ongoing oversight of GDPR to a sub-committee.
5. The council should arrange formal training for the Clerk, staff and Councillors.
6. The Council should consider the need for higher level of training for Councillors involved in the implementation and/or ongoing oversight of GDPR.
7. The Council should ensure that induction arrangements for new Councillors includes specific reference to the requirements of GDPR
8. The Council should establish formal policies as below:
 - a. General Privacy Notice
 - b. IT Security Policy
 - c. Document Retention Policy
 - d. Handling of Subject Access Request Policy
 - e. Handling of Data Breach Policy
9. The Council should review and approve of the data audit undertaken by the Clerk.
10. Councillors should be advised on their responsibilities in respect of GDPR. In particular Councillors should understand the implications of any continued use of personal emails for correspondence in relation to Council business and corresponding with members of the public.
11. The Council should establish email addresses for use by Councillors during their term of office. The Council should ensure that the official council email addresses are used for all council business.

Kevin Rose ACMA

Director

IAC Audit & Consultancy Ltd

29th October 2018

Hungerford Town Council

Public Report

Report to:

F&GP committee meeting 13/11/2018

Agenda Item No 4

Background

At the Full Council meeting in July it was agreed that when additional grant applications are received after the main grant allocations, these should be dealt with at F&GP. We have recently received 5 additional requests for a grant and having checked on The Good Exchange website, I have found another 4 applications which match our criteria.

Objective

Committee to consider the additional requests listed below.

Options

The additional requests are for:

- Hungerford Rotary Club for the Annual Santa Fun Run (already agreed by email to allocate £100)
- Newbury Weekly News for their Christmas Parcel Fund (last year we gave them £100)
- Chamber of Commerce for the Christmas Extravaganza (last year we gave them £1,000)
- Chilton Foliat Community Association for a new community centre for the village
- National Animal Welfare Trust Trindledown Farm for their exciting new rabbit world project
- Alexander Devine Children's Hospice in Maidenhead for their Annual Santa Dash

The following requests I have found on The Good Exchange:

- Hungerford Blind Group for the cost of a coach to Weston-Super-Mare (last year we gave them £300)
- Newbury Parkinsons Group for speech therapy sessions (last year we gave them £100)
- John O'Gaunt School PSA Library Resources
- John O'Gaunt School PSA Music Equipment (last year we gave them £200 for one project)

Financial and Legal implications

Available grant money this year is £24,000 with £21,250 already approved leaving **£2,750.**

Suggested allocations would be:

Hungerford Rotary Club £100 (already agreed by email)

Newbury Weekly News £100

Chamber of Commerce £1,000 (this will be match funded by TGE)

Chilton Foliat Community Association £250 (this will be match funded by TGE)

National Animal Welfare Trust £250 (this will be match funded by TGE)

Alexander Devine Children's Hospice £0 (this is outside of our area)

Hungerford Blind Group £250 (this will be match funded by TGE)

Newbury Parkinsons Group £100 (this will be match funded by TGE)

John O'Gaunt School PSA Library £100 (this will be match funded by TGE)

John O'Gaunt School PSA Music £100 (this will be match funded by TGE)

Total: £2,250

This would leave £500 for any additional requests up to March 2019.

Recommendation(s)

The best option, based on the above information

Signed: Sarah Hennessey 26/10/2018