

FLITTON AND GREENFIELD PARISH COUNCIL

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The Church Hall
Brook Lane
Flitton
MK45 5EJ

5th April 2018

A **Meeting** of the **Flitton and Greenfield Parish Council** Finance Committee will be held on **Wednesday 11 April 2018** commencing at **20.00h** at the Church Hall Flitton

Deborah Lawson

Deborah Lawson, Clerk to the Council

AGENDA

1. APOLOGIES AND DECLARATIONS OF INTEREST

To receive apologies for absence and any specific declarations of interest or requests for Dispensations

2. MINUTES OF LAST MEETING (attached)

To confirm the Minutes of the meeting held on 10 January 2018 and consider matters arising for information only

3. COMMUNICATION ISSUES

To consider issues relating to Flit'n'More including distribution
To consider dates for events in 2019

4. BUDGET 2017/18 QUARTERLY ACCOUNTS REPORT and BANK RECONCILIATION

The reconciliation for Q4 has been done and balances
The income and expenditure to year end has been completed
The Committee is asked to note that the Accounts have been presented for Internal Audit

5. VAT RECLAIM 2017/18

To note that the VAT reclaim has been done and amounts to £2549.

6. REQUEST(S) FOR FUNDING

There are no requests for funding

7 PAY SCALES

- a. From 1 April 2018, the National Living wage/National minimum Wage is set at £7.83 per hour and the Committee is asked to note that the rate of £7.50 was agreed in April 2015 for all casual staff. We should therefore consider an increase to at least the new minimum or above.
- b. Clerks pay scale. The pay scales were agreed for 2 years 2016 – 18 and I have not heard anything about a new Agreement. Adding an increment would mean a move from Point 27 (LC2) 7 to point 28 but without knowing the new hourly rate this item will need to be deferred for the time being.

8 General Data Protection Regulations (GDPR)

The new Regulations will become law on May 25th and will apply equally to Local Councils as well as multi national conglomerates. The fines for any breach are also unlimited (as much as 20M Euros or 4% of turnover) and could be well in excess of all the resources available to a smaller authority. The National Association of Local Councils launched a campaign to exempt Town and Parish Councils (including Parish Meetings) from the Regulations, but as a public body, the Government decided that GDPR applied equally to all tiers of local government. It is the Information Commissioners right to carry out an audit at any time after 25 May and we need to be able to demonstrate compliance,

I attended the BATPC training session and the slides accompany this agenda. One of the first things we have to do is appoint a Data Controller or Data Protection Officer, who is impartial and understands (in detail DP). That position should drive the Councils policies to comply with the legislation and has to hold partial responsibility for any failure to comply. At the last request there was no volunteer for this position and the idea of swapping responsibility with a neighbouring authority is also now out of the question.

We have to identify all the data processes we have responsibility for and where these are handled outside our control, it is our responsibility to assure ourselves that they also comply with GDPR. In particular, if any of our data is held or transmitted outside the UK, we need to know that the countries in which it is held also comply (websites, email system) General advice is that we should not attach any information containing personal data on an email, but instead find a compliant storage medium, where we all have access (drop box type system)

We must ensure that we do not use any records we keep to advertise or market our services, and that we are holding them for a purpose. We therefore need to review the MUGA data base and seek permission to keep email records. If there is no purpose to keeping details, we need to ensure they are disposed of as soon as possible – in a secure manner. This relates to paper records as well as digital records. We are able for example to keep burial records and council agendas/minutes as they are in the public interest, but we cannot for example keep old allotment records or any past details of children (tennis coaching)

We also need to have a privacy policy and ensure that all processes are constantly kept under review, so we cannot do any checks once and then forget about them, this is an ongoing process.

It also applies to Councillors who will be equally responsible for holding any Personally Identifiable Information (PII) in a safe and secure manner (locked up) or not holding it at all which is safest. There would also be implications for any working Councillors who use office or workplace equipment or personal tablets, computers etc to store, copy or transmit any PII. I will have to purchase a lockable cabinet to keep any PII records in such as the Electoral Register and files where we need to keep PII – cemetery records. i will also cull any paper files that are in existence to dispose of any unwanted PII. I have also asked our Insurers to confirm that our cover is adequate to cover any cases taken against us by Data Subjects, although they will not protect us against a fine.

The company providing the BATPC training was also there to promote their own services as they are available at a cost to provide the DPO function and ensure that we are complying with the Law. This does not mean that they will do everything for us, we will still need to make sure we are compliant, but they will guide and advise and offer templates for our use.

This would be at a cost of £1200 in Y1 and £750 per annum thereafter for an authority our size (see chart below)

I have spoken to the Chair and Vice Chair of the Council about this and they have agreed to express an interest in this service and we need to decide how to proceed on this.

I may also need to work some extra hours over the next few weeks to produce all the paper-work and audit trails that will be required for us to comply.

Suggested category based on approximate Precept / Revenue	Category 1 <1500	Category 2 £1.5k - 5k	Category 3 £5k - 25K	Category 4 £25k - 100k	Category 5 100k - 200k	Category 6 £200k+
Impact Assessment, identify Data Processors and review security in groups of	12	10	6	5	4	2
Outsourced DPO Service	6 monthly questionnaire, review and documentation update	4 monthly questionnaire, review and documentation update	3 monthly questionnaire, review and documentation update	3 monthly questionnaire, review and documentation update.	3 monthly group review and documentation update with annual on-site audit visits	3 monthly group review and documentation update with annual on-site audit visits
Telephone/email advice	1 every 2 months	1 per month	3 per month	6 per month	8 per month	10 per month
Cost per council - Year 1	£120	£220	£600	£1,200	£2,500	£5,500
Cost per council - Year 2+	£45	£100	£300	£750	£1,500	£3,100
<p>The DPO Centre Ltd hello@dpocentre.com www.dpocentre.com 0203 797 1289</p> 						

10. ANNUAL STATEMENT

(i) To Approve Section 1 of the Annual Governance and Accountability Return 2017- 18, Part 3 (as below) on the basis that

We (F&G PC) acknowledge our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm to the best of our knowledge and belief, with respect to the Accounting Statement for the Year ended 31 March 2018, that

Annual Governance Statement	Agreed		'Yes' means that this smaller authority
	Yes	No	
1. We have put in place arrangements for effective financial management during the year and for the preparation of the accounting statements	Yes		prepared its accounting statement in accordance with the Accounts and Audit Regulations
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness	Yes		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances	Yes		Has only done what it has the legal power to do and has complied with proper practices in doing so
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations	Yes		During the year gave all persons the opportunity to inspect and ask questions about this authority's accounts
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks including the introduction of internal controls and/or external insurance cover where required	Yes		Considered the financial and other risks it faces and has dealt with these properly
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems	Yes		Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority
7. We took appropriate action on all matters raised in reports from internal and external audit	Yes		Responded to matters brought to its attention by internal and external audit
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end have a financial impact on this smaller authority and, where appropriate have included them in the accounting statement	Yes		Disclosed everything it should have about its business activity during the year including events taking place after the year end if appropriate

9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit	N/A		Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts
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11. INFORMATION ITEMS

.NEXT MEETING 4 July 2018

FLITTON AND GREENFIELD PARISH COUNCIL

Minutes of the Finance Committee held at the Church Hall, Flitton on Wednesday 10th January 2018

Present: Cllrs N Arthur (Chair), N Thompson, M Gates, G Ellis, B Rishton and T King and D Lawson (Clerk)

1. APOLOGIES AND SPECIFIC DECLARATIONS OF INTEREST

Cllrs M Lowe J Fisher and P Woodland sent apologies

2. MINUTES

The minutes of the meeting held on 18th October 2017 were received and were signed as a true record by the Chair

There were no outstanding matters

- The Quiz on Feb 3rd at the Village Hall to help fund two more defibrillators was mentioned and the community effort commended. It had been requested to defer the grant payment until the items could be purchased.
- A litter picker for Greenfield had been employed
- The transfer of monies for the MUGA had happened and the previous Committee account was now closed
- The position at the Solar Farm was queried, although in the last information, it had been confirmed that it was not fully operational yet so the Community Benefit was not yet due.

3.. BUDGET 2017/18 QUARTER 3 ACCOUNTS REPORT AND BANK RECONCILIATION

The Clerk presented the Q3 accounts, these were considered and noted, and the quarterly reconciliation showed a correct balance.

The situation regarding all the stopped cheques was also noted

4. BUDGET 2018/19

The figures were considered and the Chairman explained that out of various options a 3.2% increase had been deemed the most appropriate approach, however this was up for debate at the meeting.

This increase tied in most closely to the rate of inflation and left only a relatively low shortfall on the overall budget, such that the contingency fund would be reduced. However, the situation with regard to the Highway match funding may make a difference on this suggested percentage.

Cllr Ellis had received revised plans and costings from CBC and presented them to the meeting. These seemed to satisfy the Parish Council's views on safety in the area and it was hoped the residents would also be in favour of the revisions. Cllr Ellis would consult as soon as possible so that CBC could launch their statutory consultation process.

The officer at CBC had been able to confirm that they would pay for some work outside the match funding, but the total cost still exceeded the budget availability. The exact figure had not been finalised and so it was difficult to know exactly how much the Parish contribution would be.

It was agreed that £17.5k could be immediately allocated to the project which included the design costs for an application next year, which was not going to be made now

In addition, there were various other items of expenditure in the proposed budget which could be deferred or managed in a different way. These included the painting of the cemetery railings, the fees to consider a possible land purchase, MUGA re-surfacing accumulated fund (actual estimates to be

<p>sought on this for information) and a contingency sum at Flitton Hill allotment site.</p> <p>On this basis it was agreed that funding could be made available so long as the total cost of the scheme did not exceed £40k</p> <p>It was noted that as there is not going to be a match funding application in 2019-20, this should allow more flexibility in that budget year to catch up on any deferred work and contingency budget.</p> <p>Cllr Ellis queried whether the budget allowed for any contribution to both the S106 funding application to CBC. The Clerk clarified the figures that had been used for the Playing Field application, but there had not been any request for a contribution to the Cycle way application. However, it may be that funding on one or other project would not be successful or not commence until 2019-20 budget, in which case it could be written into that budget. It was agreed to leave the figures as stated.</p> <p>It was agreed to transfer all the Reserve funding to the Deposit account.</p> <p>Cllr Thompson proposed the 3.2% increase providing a precept of £44,500 and Cllr Gates seconded this</p>	
RESOLVED that a 3.2% increase in precept be recommended to Council on 24 th January to raise the sum of £44,500	
5. RISK ASSESSMENT REGISTERS	
All the Risk Registers (including the Corporate Register, Allotments, MUGA, Playing Field, Cemetery and Grass Verges) were discussed and one amendment will be made to the Allotment Risk Assessment Register.	
RESOLVED the Risk Assessment Registers were adopted for 2018-19	
6 GRASS CUTTING CONTRACT	
The current situation with regard to tenders was noted and will be discussed in full at the Council meeting	
7.CENTRAL BEDS COUNCIL BUDGET 2018 CONSULTATION	
It was noted that CBC has launched consultation on its budget. There was a discussion about this and the capping restraints, efficiencies made already and services provided.	
It was agreed to write to support the proposed precept.	DL
8. INFORMATION ITEMS	
The Clerk mentioned that there had been an email that afternoon asking for the Council to make a small contribution towards the Community Reassurance meetings which were going to start in February. This was discussed and it was agreed to contribute £50 towards the refreshment fund and the Clerk would manage this with the organisers. Also agreed that the Parish Council would like to be represented at the meetings.	DL
9. NEXT MEETING	
Weds 11 th April 2018	

The meeting ended at 19.10h

Signed

Chairman
11th April 2018