

**Minutes of the Finance & General Purposes Meeting held on Wednesday 12 December 2017 at 6.00pm at Seaton Valley Council Offices.**

**PRESENT:**

Committee members: S Stanners, K Collier, B Swinhoe and A Stanners

**IN ATTENDANCE:**

S Potts – Clerk

No members of the public

The meeting commenced at 6.00pm

**FGP018/17 1. Apologies for absence**

All members of the committee were present.

**FGP019/17 2. Disclosure of interests**

There were no declarations of interest.

**FGP020/17 3. Minutes of the last meeting**

The minutes of the meetings held on 21<sup>st</sup> June and 01<sup>st</sup> November 2017 were confirmed and signed as a correct record.

**FGP021/17 4. General Data Protection Regulations**

The Clerk introduced the Engagement and Development Officers report set out the implications for the Council of the new General Data Protection Regulations which come into force on 25<sup>th</sup> May 2018.

The new regulations are very similar to current data protection legislation and, in the Council's case mainly apply to the records it keeps in relation to Allotment Tenancies. New requirements include:

- Designating a specific officer to be the Council's Data Protection Officer,
- Producing an annual statement detailing any personal data held by the Council,
- Amending Allotment Tenancy Forms to include a data retention consent section to inform tenants about what personal information is to be held and how it will be used,
- Producing a Data Privacy Notice and to make it available on the Council's website for public inspection.

In receiving the Engagement and Development Officers report the Committee noted the actions required to be taken by the Council from May 2018 to comply with the requirements of the General data Protection Regulations and **formally RESOLVED TO ask Council to appoint the Clerk as the Council's Designated Data Protection Officer**

**FGP022/17 5. HR Policies**

The Clerks report appended a number of HR policies that were due for review and asked the Committee to recommend Council to formally approve the policies for continued use by the Council.

After a brief review of each policy the committee **RESOLVED TO approve and adopt the HR**

policies, procedures and guidelines attached at Appendices 3A to 3J of the Clerks report, namely:

- **Absence Management Policy and Procedure** (Appendix 3A)
- **Absence Management Guidelines** (Appendix 3B)
- **Sickness Reporting Procedure** (Appendix 3C)
- **Disciplinary Policy and Procedure** (Appendix 3D)
- **Grievance Policy and Procedure** (Appendix 3E)
- **Dignity at Work Policy and Procedure** (Appendix 3F)
- **Annual Leave Policy** (Appendix 3G)
- **Performance Appraisal Policy and Procedure** (Appendix 3H)
- **Lone Working Policy** (Appendix 3J)

**FGP023/17 6. Approval of Standing Orders and Financial Regulations**

The Clerk presented his report which sort re-approval of the Council's Standing Orders and Financial Regulations which were attached to his report. The Clerk said that he was happy that the two documents remained fit for purpose and after a short discussion the committee **RESOLVED TO ask Council to approve the use of the current versions of the Council's Standing Orders and Financial Regulations (attached as appendices 4A and 4B to the Clerks report) for a further period of two years.**

**7. Office Printing and Copying**

The Clerk introduced the Engagement and Development Officer's report which sought approval within budget to replace the Council's photocopier and printing facilities. The report detailed two quotes received from competing suppliers and recommended leasing new equipment from Company B. Committee members agreed with the Engagement and Development Officers recommendation and approved the acquisition on the basis set out in his report.

**FGP024/17 8. 2018/19 Budget Update**

The Clerk presented his own report which set out the progress that had been made in reviewing the Council's base budget and in calculating the Council's re priced base budget for 2018/19. The Clerk's projections showed a starting deficit position of circa. £2,000 after allowing for inflationary increases and known budget adjustments. The balance of unallocated reserves as at 31 March 2018 is expected to be in region of £43,000 which includes a projected under spend of £25,000 for the current financial year.

In closing his presentation the Clerk asked Political Groups to submit any 2018/19 budget proposals they may have to him by Friday 13<sup>th</sup> January so that he can include such proposals in his 2018/19 Budget Report to Council on 24<sup>th</sup> January 2018.

**FGP025/18 9. Dates of Future Meetings**

<b>2017/2018</b>	<b>Committee/Council</b>	<b>Time</b>	<b>Venue</b>
Thursday 21 December	Planning	Cancelled	Seaton Valley Council Offices
Thursday 11 January	Planning	6.30pm	Seaton Valley Council Offices
Wednesday 24 January	Full Council	7.00pm	Seaton Valley Council Offices
Wednesday 7 February	Planning	6.30pm	Seaton Valley Council Offices
Wednesday 28 February	Finance & General Purposes	6.00pm	Seaton Valley Council Offices

The meeting closed at 6.40pm.

Signed by the Chair: .....

Dated: .....