

**LEIGHTON-LINSLADE TOWN COUNCIL**

**POLICY AND FINANCE COMMITTEE**

**18 SEPTEMBER 2017 AT 1930 HOURS**

Present: Councillors: R Berry  
S Cotter  
K Cursons  
S Cursons  
A Dodwell  
K Ferguson  
S Jones  
F Kharawala  
G Perham  
C Perham (substituting for C Palmer)  
E Wallace – in the Chair

Also in attendance: M Saccoccio (Town Clerk)  
S Sandiford (Head of Democratic and Central Services)  
Amy Holden (Senior Administrative Officer)  
M Jahn (Committee Officer)

Members of the public: 0

**280/PF APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Councillor C Palmer (substituted by Councillor C Perham) and Councillor J M Freeman.

**281/PF DECLARATIONS OF INTEREST**

Members were asked to declare any interests, including the nature of those interests, which they had in any of the items under consideration at this meeting. No declarations were made.

**282/PF QUESTIONS FROM THE PUBLIC**

There were no questions from members of the public.

**283/PF MINUTES OF PREVIOUS MEETING**

The Committee received the minutes of the Policy and Finance Committee meeting held on 31 July 2017 for consideration.

Minute reference 272/PF – it was noted that the memorials had now been cleaned and work completed.

**RESOLVED that the minutes of the Policy and Finance Committee meeting held on 31 July 2017 be approved as a correct record and signed accordingly.**

#### **284/PF COMMITTEE OBJECTIVES AND WORK PLAN**

The Committee received the Work Plan and Objectives for 2017-2018. A question was raised about the progress in finding accommodation for the Town Council. The Town Clerk advised that negotiations were ongoing and would be followed up before the next meeting.

**RESOLVED to note the Committee Objectives and Work Plan for 2017-2018.**

#### **285/PF JULY 2017 PAYMENTS**

The Committee received five schedules of payments dated 14 July, 18 July, 28 July, 1 August and 9 August as approved by the Town Clerk and counter signed by two account signatories.

The schedules included BACS payments amounting to £167,323.21 (page numbers 2172-2173, 2175 and 2179-2193) and cheque payments amounting to £4,198.02 (cheque numbers 17066-17080), including White House petty cash amounting to £121.44, Astral Park £96.78 and TACTIC petty cash amounting to £99.76.

The monthly salaries listing for July 2017 amounting to £96,297.99 gross was received. A cash book report for July 2017, including details of all direct debit payments, was also received.

**RESOLVED to note this schedule of accounts for July 2017.**

It was noted that all payments had been made within the budget and that there were no irregularities to be drawn to the attention of the Committee.

#### **286/PF COMMUNICATIONS UPDATE**

The Committee received a report and update on communications with residents and community engagement in Town Council activity.

The Committee agreed the website and social media had been successful in reaching a wider audience and recommended that further growth be promoted to ensure greater community engagement and awareness of Town Council activity. Improvements made such as the larger buttons on the front page of the website and the latest news section enabled easier access to information. Also the LLTC app was now live providing another method to find out information quickly and easily.

A question was raised regarding having a dedicated members area on the website. Concerns were noted as confidential papers and discussion on this area would have to be secure and not accessible to non-members.

**RESOLVED to note the report.**

**287/PF PROJECTS UPDATE**

The Committee received an update regarding current projects to ensure operational efficiency and to provide a structure which would underpin future service delivery by the Town Council.

The Committee discussed paperless agendas and whether it would be beneficial to move towards paperless meetings. Various systems were discussed such as Virtual Boardroom and emailing PDF's using a tool where comments could be added. A move towards paperless agendas could potentially save on not only printing, paper and postage costs, but also officer time spent photocopying and collating documents. The Committee agreed that further research into these systems should be carried out and presented to Committee at a future meeting.

**RESOLVED to note the report**

**288/PF DATA PROTECTION UPDATE**

The Committee received an update on data protection and compliance with GDPR (General Data Protection Regulations) and/or the Data Protection Bill, which would be based on the same principles. The report outlined a number of steps which had recently been initiated, including staff training on data protection and an information audit.

Following advice from the Central Bedfordshire legal service, it was agreed to defer any decision on appointment of a Data Protection Officer until such time as further information was known, including the potential for a shared resource with other council/s. A briefing note for town and parish councils was expected to be issued by Central Bedfordshire Council in the near future.

Rather than councillors undertaking the modular online training course provided to employees, it was agreed that a summary sheet would be provided to councillors for information.

**RESOLVED to:**

- (i) note the report.**
- (ii) defer consideration of appointing a Data Protection Officer until a later date.**

**289/PF EXTERNAL AUDITOR'S REPORT 2016-2017**

The Committee was advised that the report had not yet been received but it was anticipated that this would be presented to Council at the end of the month.

The meeting closed at 2010 hours.

I HEREBY CONFIRM THAT THE FOREGOING IS A TRUE AND ACCURATE RECORD OF THE MEETING HELD ON 18 SEPTEMBER 2017.

Chair

20 NOVEMBER 2017