

NANTWICH TOWN COUNCIL



MINUTES OF POLICY COMMITTEE HELD ON THURSDAY 16 JANUARY 2020

Present - Councillor Peter Groves (Chair), and Councillors Stuart Bostock, Penny Butterill, Pam Kirkham, Andrew Martin, Philip Staley and Carole Thomas together with the Town Clerk.

Also present: Councillor David Marren, Councillor Arthur Moran (Mayor)

1 **APOLOGIES FOR ABSENCE**

There were no apologies for absence

2 **DECLARATIONS OF INTEREST-** None.

3 **MINUTES OF POLICY COMMITTEE OF 24th OCTOBER 2019**

The minutes of the Meeting held on 24th October 2019 were approved as a correct record.

4 **VISION FOR 2019-23**

The Clerk asked members to consider setting up a working group to develop a Strategic Action Plan which will complement the adopted Vision document and provide short, medium- and long-term objectives for delivery.

Resolved: It was resolved that Councillors Peter Groves (Chair), David Marren (Chair of Finance), Stuart Bostock and Philip Staley would make up the working group to develop the draft plan.

5 **NANTWICH AND STAPELEY CONNECTED COMMUNITIES**

The Clerk informed members that the document was for information only to allow members to understand all the organisations involved in delivering services in the community. The Clerk advised that Debbie Lindop from Cheshire East was the officer responsible for bringing the document together and working with the organisations. The Clerk also advised that she was involved in the Youth Forum development to aid with the Town Council's ambition to working more closely with young people.

Councillor Moran updated members on a recent meeting between Cheshire East and the Lunch Club representatives relating to The Gables. During discussions members considered the future use of Brookfield Hall and agreed it should be included on a future agenda for detailed consideration.

RESOLVED: It was resolved:

- a) To note the content of the report;
- b) To consider the lease of Brookfield Hall at a future meeting of the Policy Committee.

6 **GENERAL DATA PROTECTION REGULATIONS (GDPR)**

Members considered the previously circulated action plan prepared by the Town Clerk relating to meeting the requirements of GDPR, noting the actions already carried out by the Clerk and those that remain outstanding. The Clerk advised members that there may be financial implications in order to meet the requirements, including training and IT provision. Councillor Marren suggested that the five Cheshire East Councillors had already received the training relating to GDPR so this could be recognised within the action plan.

RESOLVED: It was resolved:

- a) To note the GDPR action plan and actions required;
- b) To note the potential financial implications to meet requirements;
- c) To amend the action plan recognising that Cheshire East Councillors had received GDPR training.

7 GENERAL DATA PROTECTION REGULATION POLICY

Members considered the previously circulated draft Data Protection Policy, Subject Access Request procedure and Data Breach procedure. Members considered the requirement of recognising Volunteers within the Data Protection Policy. The Clerk suggested that unless the Town Council actively made use of volunteers in delivering services/events then there was no need to include this section within the policy.

Resolved: It was resolved:

- a) To recommend to Full Council the approval of the Data Protection Policy subject to clarification on the requirement to include a section on Volunteers;
- b) To recommend to Full Council the approval of the Subject Access Request procedure;
- c) To recommend to Full Council the approval of the Data Breach procedure.

8 GDPR- IMPLICATIONS OF PERSONAL EMAIL/DEVICE USE

Members considered the previously circulated guidance fact sheet issues by the Information Commissioners Office (ICO). The Clerk advised that in order to effectively manage data processing she would advise the introduction of town council email addresses for all councillors together with a town council device. Member agreed that the current Cheshire East Councillors who already have .gov.uk email addresses and Cheshire East issued devices would not be required to have an additional email address or device.

Resolved: It was resolved that the Clerk would obtain details included costs for the provision of town council email addressed and devices to the remain seven town councillors and present proposals to Full Council.

9 FINANCIAL RISK ASSESSMENT

Members considered the previously circulated draft Financial Risk Assessment and ask members for comments on its content. Following comments from Councillor Marren relating to identified risks and associated consequence and likelihood of occurrence under the final section (other) to the draft document it was agreed that Councillor Marren would email the Clerk copying in members of the Policy Committee with his observations. The Clerk would then present the document with amendments to Full Council for approval.

Resolved: It was resolved:

- a) that Councillor Marren would email the Clerk copying in members of the Policy Committee with his observations.
- b) The Clerk to present the document with amendments to Full Council for approval.

10 INVESTMENT STRATEGY

Members considered the previously circulated draft Investment Strategy. The Clerk advised that the new document met the requirements of the Statutory Guidance on Local Government Investments (3rd Edition) issued under section 15 (1)(a) of the Local Government Act 2003 and effective for financial years commencing on or after 1 April 2018.

Members were happy with the draft document but considered an amendment relating to general reserves following a suggestion from Councillor Marren. It was agreed to amend the document to allow for approximately 3-6 months of net revenue expenditure, replacing approximately 3 months net revenue expenditure.

Resolved: It was resolved that subject to the amendment the draft document be recommended for approval by Full Council.

11 OPERATION LONDON BRIDGE

Members considered the previously circulated action plan. The Clerk advised that this template had been circulated nationally within the sector. The Clerk asked members to consider whether the current portrait of Her Majesty was suitable of an up to date image should be sourced. The Clerk also asked if suitable condolence books should be sourced.

Resolved: It was resolved:

- a) To recommend the adoption of the action plan by Full Council;
- b) That the Clerk source a more suitable portrait and condolence book

12 NANTWICH TOWN COUNCIL BUDGET

Members considered the Budget document for public display. The Clerk advised that most of the document contained previously approved information by the Town Council. The purpose of the document is to provide members of the public with the detailed information relating to the budget and precept for 2020/21 and would be published on the Town Council website once approved. Following a comment from Councillor Marren relating to the information presented in the report on the use of revenue reserves it was agreed that the Clerk would amend the wording to clarify its purpose.

Resolved: It was resolved to recommend approval of the budget document subject to the agreed amendment.

The meeting ended at 7.15pm

Signature of Chair:

Date:.....