

MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE
HELD ON TUESDAY 24 APRIL 2018 AT 7.00 PM
IN THE COUNCIL CHAMBER, NORTH LODGE, CROMER

Present:-

Cllr. T. Adams, Cllr. T. Bartlett, Cllr. J. Davis, Cllr. J. Frosdick, Cllr. J. Leeds,
Cllr. Y. Nolan and Cllr. D. Pritchard.

Julie Chance PSLCC – Town Clerk
Janet Warner PSLCC AICCM– Deputy Town Clerk.

In the absence of the Committee Chairman and Vice Chairman, it was **AGREED** that Cllr. Pritchard would chair the meeting.

1. MINUTES OF THE MEETINGS HELD ON 06 MARCH 2018 & 28 MARCH 2018

The Minutes of the meetings held on 06 March 2018 & 28 March 2018, having been approved by Full Council on 09 April 2018, were signed by the Chairman.

2. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Cllrs. Bartlett and Frosdick declared an interest in Cromer Community Association.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. Harris (car breakdown) and Cllr. Russell (illness).

4. PUBLIC PARTICIPATION

No members of the public attended the meeting.

5. FINANCE AND STATUTORY MATTERS

5.1 Investment of reserves:- It was **AGREED** to ask Cllr. Harris to provide an update for the next meeting.

5.2 Website:- It was noted that a link to the new website had been circulated to members and feedback awaited. Data is still being uploaded to the new site.

5.3 Review of Policies:-

Safeguarding Policy:- Cllrs. Harris and Davis are yet to meet to progress this. It was **AGREED** to ask Cllr. Harris to provide an update for the next meeting.

Training Policy:- It was noted that the Personnel sub-committee will progress this at their next meeting.

Communicating with Press and Public Protocol:- It was **AGREED** to defer this until after GDPR documents are progressed.

Financial Risk Policy & Financial Contingency Plan:- It was **AGREED** to accept the document in its current form but with one minor amendment to a date.

5.4 General Data Protection Regulations:- Members were in receipt of various draft documents for consideration. It was **AGREED** to adopt the following:

- Data Protection Policy based on SLCC template
- Consent Forms which will be modified as necessary
- Privacy Notices which will be modified as necessary
- Subject Access Form (the Deputy Clerk was asked to investigate whether we can charge for providing data)
- Data Security Breach Form
- Retention & Disposal Policy
- Transferable Data Policy
- Social Media & Electronic Communications Policy subject to clarification as to who will be the moderators of the Town Council's social media sites.

Privacy Impact Assessments - The Deputy Clerk asked members for feedback on the three Privacy Impact Assessments. This will be placed on the next agenda.

Data Protection Officer - Clarification is still awaited in respect of the appointment of a Data Protection Officer. The working group will progress this.

Information Audit - The Deputy Clerk advised that she is still working on the information audit and stressed the need for members to delete any data which is no longer required or which we have no legal reason for holding. Data must also be deleted from any back-ups.

5.5 Mobiloo:- It was noted that the Mobiloo will be at the Crab & Lobster Festival and Cromer Carnival. Discussions are underway into the possibility of having a Mobiloo in Cromer for Folk on the Pier in 2019. The purchase of a Mobiloo is dependent on other negotiations.

5.6 Community Centre Association request for bridging loan:- Concern was raised that the granting of a bridging loan could set a precedent. It was noted that the costs of legal advice had been forwarded to the Community Centre Association but no response received. Cllr. Harris will be contacted to ask whether the Association wish to proceed with looking into whether a grant is possible.

5.7 Business Continuity:- In order to ensure the continuity of business, it was **AGREED** that two members should have keys to access the building and two other members have access to the key safe. Cllr. Pritchard will draft a document for the next meeting.

5.8 Grants Policy:- It was **AGREED** that the policy should be updated to reflect that 'normally the limit for grant applications will be £1500'.
It was **AGREED** that whilst there is a need to promote how the Council have supported community groups, the suggestion of plaques will not be progressed.

6. CORRESPONDENCE AND OTHER MATTERS

6.1 Local Government Standards Consultation:- Members were in receipt of a draft response prepared by Cllr. Adams. It was **AGREED** that this response be forwarded to the Government.

6.2 Lanyards & ID Badges:- It was noted that the office is under pressure at present and it was stressed that members should only pursue urgent matters. The Deputy Clerk provided an update on progress and was asked to find out whether an anti-tamper seal can be placed over the photographs. This will be brought back to a future meeting when time permits.

6.3 Community Sports Hub:- It was noted that Nick Baker (NNDC) would like to meet with representatives from CTC to present the plans for the new sports hub. It was **AGREED** to combine this with another meeting and suggested that Cllrs. Adams, Bossingham, Leeds and the Town Clerk attend.

7. DATE OF NEXT MEETING:- Tuesday 05 June 2018.

There being no other business the Chairman closed the meeting at 8.40 pm.

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Chairman

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Date