

Lawford Parish Council



Minutes of the Finance, Personnel, Policies, Regulations and GDPR Compliance Committee held in the Small Hall, Ogilvie Hall, Wignall Street, Lawford, CO11 2JG at **7pm on Monday 1 July 2019.**

1. Present:

Councillors: Adcock-Jones, Miles, Cllr C Guglielmi (*left the meeting 7.28*) Cllr Pretty (*for Cllr Langstone*) Cllr Woods (*for Cllr Brown*)

Clerk: Mrs Peachey

0 Members of the Public

Apologies:

Cllr Langstone and Cllr Brown

2. Election of Chair and Vice Chairman:

Note: Chair for 2018/19 was not present and could not preside until formal election therefore Cllr Adcock-Jones took the chair.

In line with the Committees Terms of Reference Council's Chairman (*Cllr Langstone*) and Vice Chairman (*Cllr Adcock-Jones*) were appointed.

Proposed: Cllr Miles **Seconded:** Cllr Woods **Approved**

3. Minutes of the last meeting:

Minutes of the Finance Meeting and the Personnel Meeting held **4 March 2019** to be agreed as a true record.

Proposed: Cllr Miles **Seconded:** Cllr Woods **Approved**

4. Actions from the previous meetings:

None

5. Declarations of interest:

Cllr Pretty – 6 (f) Chairman Tendring Crossroads, 6(b) involvement with Autumn Days, Manningtree Christmas Market and Ogilvie Hall

Cllr C Guglielmi – 6 (b) Autumn Days (knows a member of the charities committee)

Cllr Adcock-Jones – 6 (b) Autumn Days (knows a member of the charities committee)

Cllr Miles – 6(b) daughter is involved with Girl Guides

6. Finance:

a) **Affiliations:** None received

b) **Grant Requests** were received from the below charities and committee agreed the noted grants.

BREAKDOWN OF GRANTS BY APPLICATION 2019/20			
	Requests received July 2019	Actual 2019/20	Seconded
Acorn Village	✓	£500.00	Cllr Miles
Autumn Days	✓	£100.00	Cllr Miles
East Anglia Children's Hospice	✓	£1,000.00	Cllr Pretty

Guides	✓	£100.00	Cllr Adcock-Jones
Manningtree Bus	✓	£350.00	Cllr Miles
Manningtree Christmas Market	✓	£500.00	Cllr Adcock-Jones
Manningtree Friendly Club	✓	£150.00	Cllr Pretty
PCC Lawford - maintaining Churchyard	✓	NALC - Other legislation does not overrule s.6(1) (a) of the LGA 1894	N/A
Royal British Legion (Remembrance Day)	No request for Grant Funding received but historically a donation of £100 is given for council's wreath.	£100.00	N/A
Tendring History Recorders	✓	£100.00	Cllr Miles
VE Day Commemorations	✓	TBC following the working Parties first meeting	N/A
TOTAL		£2,900.00	
Budgeted Grant Allowance		£6,000.00	

New applicants

Regular applicants

Proposed: Cllr Woods **Seconded** (due to the declarations made see above) **Agreed**

- c) **For Information:** Monthly Reconciliation for May completed and Notice of Public Rights published
- d) Options/plan to enable the replacement of street lights was discussed. Clerk was requested to ask A&J to carry out a survey regarding the number of lights that are coming to the end of their life. Additionally, to enquire about the cost to remove the lights on Coxs Hill. **Action**
- e) **To approve:** Mrs St James covering for the Clerks holiday - meeting of 15/07/19 and general cover from 16/07/19 – 27/07/19

Proposed: Cllr Miles **Seconded:** Cllr Woods **Approved**

- f) **Committee considered** a donation from Council in memory of Brian Rolfe M.B.E a Lawford Parish Councillor for many years and who sadly recently passed away. Cllr Miles **proposed** £250.00 be donated to Tendring Crossroads.

Cllr Adcock-Jones **seconded** – **Agreed**

Cllr V Pretty abstained

Action

- g) **Renewal of EON's Tennis Court Lighting Contract (details emailed)** response required by 3 July or will be placed on a variable contract. Getting the lights decommissioned is ongoing. Advised must take another route to have lights decommissioned and Clerk is pursuing. Proposed council renew the contract whilst Clerk attempts to get the lights decommissioned. **Proposed:** Cllr Miles **Seconded:** Cllr Adcock Jones **Agreed**

Action

Note: it was suggested the Clerk write to the CEO of UKPN to resolve the impasse.

- h) **Website:** allocation of funds to facilitate new website and new legislation (Website Working Group will be meeting 1/07/19 prior to Committee meeting) Cllr Adcock-Jones **proposed** £1,500.00 be set aside for this project. **Seconded;** Cllr Miles **Agreed**
- i) Councils BT contract expires in 6 months and a sales call provided a Quote from Onecom Wholesale Business Grade Tarif for phone/internet contract (£34.50). Clerk obtained a renewal quote from BT which quoted a standing charge of £27.70 (currently £30.00) Renew with BT. **Proposed:** Cllr Woods **Seconded:** Cllr Pretty **Agreed**
- j) Re-allocation of council's Reserves. Committee agreed the reserves should remain as

allocated as this is a matter of public record. Clerk was also asked to advise Mr Thurlow to instruct Colne Contracts to begin the work before winter. **Action**

- k) **To discuss:** electronic banking. It was agreed the Clerk should enquire of the Co-op bank what the process is to change to electronic banking. **Action**

l) For Information:

- i. Banking – Co-op are converting 14-day accounts to Instant Access from 22 July 2019, account will not be affected by any other alterations
- ii. Ogilvie Hall - Increase in Hire Charges per hour, Small Hall £5.00, Wignall room £6.00, Main Hall £7.00

7. Personnel:

a) **Parish Clerk:**

- i. For Information clerks remaining holiday entitlement 31.3hrs
- ii. A date will be arranged in August for the Clerks review

- b) **Continuing GDPR working** – 3hrs per week provided by Mrs St James. Sometime before completion. Many electronic files still to be dealt with and email files kept over many years.

- c) **For information:** Clerk has confirmed that both Mr Childs (councils handyman) and his assistant, are CRB checked and Mr Childs will provide council with a copy for its records

- d) **VE day celebration/commemoration:** Manningtree and Mistley have confirmed they wish to join with Lawford to organise an event. Cllr Michelle Taylor will represent Manningtree and Councillors Jenny Chaplin, Jamie Cambridge and Charlotte Howell will represent Mistley. Cllr Pretty has put herself forward to represent Lawford and has confirmed she is happy to manage the finance/accounts for the committee/event. Cllr Woods will join Cllr Pretty on the committee/working party. Cllrs will email suggested meeting dates to the Clerk and the Clerk is requested to contact Manningtree and Mistley to arrange a meeting. Councils office meeting room can be used for the meeting. **Action**

- e) Committee considered the format, date and venue of the 2020 **Parish Meeting**. It was felt the meeting should remain at Ogilvie Hall as it has been a more inclusive venue and the format remain as for last year. Clerk was requested to enquire ref available Monday's in April/May 2020. **Action**

- f) **Co-opting:** interest has been shown for the vacancies. To date there are 3 members of the public that have confirmed interest and a further member who is considering joining council. Advertisements have been placed in the press, on noticeboards and council's website. A date in September will be arranged for interview and co-option.

- g) A permanent memorial to Brian Rolfe M.B.E was discussed and it was proposed a seat with a dedication plaque be installed at School Lane recreation ground, which Mrs Rolfe would be asked to unveil. This would be followed by a small reception at the Football Club. Place on the Public Realm Agenda **Action**

- h) Purchase of a bin for Summers Park/end of Strawberry Avenue was discussed (it has been suggested council's handyman empties the bin whilst council continues to await a response from TDC ref the contract to empty bins. (Clerk has sent three reminders re a response) It was requested that this go to Full Council as the next Public Realm meeting is in September. **Action**

8. Council/Councillors:

- a) At the meeting in March 2019 it was proposed that rather than set up a separate committee for GDPR Compliance, this responsibility should sit with Personnel Committee and it be renamed Personnel, Policies, Regulations and GDPR Compliance Committee, which will now become **Finance, Personnel, Policies, Regulations and**

- GDPR Compliance Committee.** It was **proposed** by Cllr Adcock-Jones that the committee be renamed the Administration Committee, seconded: Cllr Miles **Agreed**
- b) Special Constables – do council wish to pursue this. Clerk was asked to make enquiries of Manningtree and Mistley and if they do not wish to be involved then no further action should be taken. **Action**
 - c) Quality Council – take to Full Council. Suggest a sub-committee be set up. **Action**
 - d) **For information;** Clerk is working with Cllr Langstone to amend/update Standing Orders, Financial Regulation and the Code of Conduct.

9. Legal Updates:

Circulated with Agenda

10. Matters to be raised by members for the next agenda:

None

There being no further business the meeting ended at 8.45

The next meeting is scheduled **7 October 2019**

Signature.....**Date**.....