



NEWARK TOWN COUNCIL

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FINANCE & GENERAL PURPOSES COMMITTEE MINUTES

Minutes of the Meeting of the Finance & General Purposes Committee held on Wednesday 4th April 2018 in the Council Chamber at the Town Hall.

Membership Present:	Councillor	D Lloyd (in the Chair)
	Councillors	M G Cope (Vice-Chairman) Mrs C Barker-Powell Mrs I Brown M Cleasby Mrs R Crowe R A Crowe Mrs G Dawn (Ap) P Duncan (Ap) Ms H Gent K Girling L Goff S Haynes D Hyde D Jones (A) T Roberts MBE M Skinner R Williams
Apologies for Absence:	Councillors	Mrs G Dawn & P Duncan
Officers Present:	Town Clerk	Alan Mellor
Taking Notes:	Town Clerk	Alan Mellor
	There was one member of the public present.	
Venue:	Council Chamber, Town Hall	

FGP90/17/18 Minutes of the last meeting of the Finance & General Purposes Committee held on Wednesday 7th March 2018

The Minutes of the Finance & General Purposes Committee meeting held on Wednesday 7th March were amended as follows:

- (i) FGP88/17/18 - changed to read that Cllr M Skinner declared a personal interest in Ransome Bowls Club not Newark Town Bowls Club.
- (ii) FGP88/17/18 – changed for decision (ii) to read ‘for the Town Council to provide financial support to their building repair project, not beguiling repair project.

With the above amendments the minutes were **AGREED** as a true and accurate record and signed by the Chairman.

FGP91/17/18 Matters Arising

Minute FGP86/17/18 - the Town Clerk advised the Committee that approval had now been received from the Government for the Town Council to take out loans from the PWLB in the sum of £1.345m as requested.

FGP92/17/18 Declarations of Interest

It was **AGREED** to accept any Declarations of Interest as and when they arose during the meeting.

FGP93/17/18 Payment Schedule 11/18

Members **AGREED** that payment in accordance with Payment Schedule 11/18 in the sum of £147,589.85 (one hundred and forty seven thousand, five hundred and eighty nine pounds and 85p) be **APPROVED**.

FGP94/17/18 Street Collection Licences

- (i) Members **NOTED** the delegated decision taken, after consultation with the Chairman of this Committee, to grant the application for Newark & District Scouts on Sunday 22nd April 2018, in conjunction with their annual St George’s Day Parade.
- (ii) The application from Phoenix Children’s Foundation was declined on the basis that there was no local connection associated with the charity.
- (iii) The application from Beaumont House Community Hospice was approved, on the basis that the collection be held in September as the preferred date or no later than the first week in October to ensure that it does not clash with the Royal British Legion Poppy Day Appeal collections.

FGP95/17/18 General Data Protection Regulations (GDPR)

The Town Clerk went through the Agenda Report, and recommendations.

A number of issues were raised by Members on the impact that GDPR could have on the Town Council and their roles as ‘Ward Councillors’.

Cllr K Girling & Cllr Mrs I Brown asked how GDPR affected Members and the data that they obtained from constituents, particularly when trying to assist them with problems that they bring to their attention. The Town Clerk said that GDPR was not intended to make Members life more difficult or interfere with their role when helping constituents.

He undertook to obtain more specific advice to assist Members in these circumstances.

Cllr L Goff asked whether or not the personal information of other Members was caught by GDPR. The Town Clerk advised that some personal data would require approval from Members and he would be writing to all Members in due course.

Cllr S Haynes said that the Town Clerk should check what, if any, personal data was stored on 'Chip & Pin' machines as these could be caught by GDPR. He also suggested that the Town Clerk should look at introducing Microsoft Cloud (I think will check this not sure!!) as part of his review of data security and back-ups which is currently underway.

Members then **CONSIDERED** and **APPROVED**:

- (i) The proposed Town Council's GDPR Consent Form;
- (ii) The proposed Town Council's Privacy Notice;
- (iii) The proposed Town Council's Information & Data Protection Policy;
- (iv) The proposed Town Council's Document Retention Policy;
- (v) The appointment of the Town Clerk as the Town Council's Data Protection and Data Controller Officer on an interim basis pending further advice on those appointments.

FGP96/17/18 Representation on Outside Bodies

Members **CONSIDERED** the appointment of Town Council representatives on Outside Bodies.

The following Members were then appointed:

- (i) East Midlands Museum Service – Cllr D Lloyd proposed and Cllr K Girling seconded the appointment of the Town Hall Curator for the ensuing civic year, this was **AGREED**.
- (ii) Hospital of St Leonard of Newark – Cllr D Lloyd thanked Cllr L Goff for his work on the charity for the last four years. Cllr Ms H Gent proposed and Cllr T Roberts MBE seconded the appointment of Cllr R Williams to serve on this charity for a four year term starting from February 2018.

Cllr L Goff proposed himself to serve on this outside body but this was not seconded and therefore is was **AGREED** that Cllr R Williams be appointed.
- (iii) Newark Allotments & Gardens Association – Cllr D Lloyd proposed and Cllr Ms H Gent seconded Cllr L Goff to serve on this body for the ensuing civic year, this was **AGREED**.

Cllr L Goff said that he had not attended a meeting of this group for some time, the Town Clerk undertook to find out if it was still holding meetings and advise the group of Cllr Goff's appointment.
- (iv) Newark In Bloom - Cllr K Girling proposed and Cllr D Hyde seconded Cllr Mrs R Crowe to serve on this body for the ensuing civic year, this was **AGREED**.
- (v) Newark Healthcare Consultative Group - Cllr M Skinner proposed and Cllr S Haynes seconded Cllrs Mrs I Brown and R Williams to serve on this body

for the ensuing civic year, this was **AGREED**.

- (vi) Newark Heritage Forum - Cllr K Girling proposed and Cllr Ms H Gent seconded Cllr D Lloyd to serve on this body for the ensuing civic year, this was **AGREED**.
- (vii) Newark MIND – Cllr D Lloyd proposed and Cllr R Crowe seconded Cllr Mrs Barker-Powell to serve on this body for the ensuing civic year, this was **AGREED**.
- (viii) Newark Municipal Charities– Cllr R Crowe proposed and Cllr R Williams seconded Cllr M Skinner to serve on this body for a four year term starting from February 2018, this was **AGREED**.
Cllr D Lloyd thanked Cllr Mrs I Brown for her work on the charity for the last four years.
- (ix) Newark on Trent Twinning Association – Cllr D Lloyd proposed and Cllr T Roberts MBE seconded Cllr M Cleasby to serve on this body for the ensuing civic year, this was **AGREED**.
Cllr Ms H Gent proposed and Cllr M Skinner seconded Cllr K Girling to serve on this body for the ensuing civic year, this was **AGREED**.
- (x) Newark & Sherwood CVS - Cllr D Lloyd proposed and Cllr T Roberts MBE seconded Cllr R Williams to serve on this body for the ensuing civic year, this was **AGREED**.
- (xi) W E Knight Education Trust - Cllr D Lloyd proposed and Cllr M Skinner seconded Cllrs M Cope, T Roberts MBE and R A Crowe to serve on this body for a three year term starting from October 2018, this was **AGREED**.

Meeting Closed:	8.15pm	Next Meeting:	Wednesday 13th June 2018
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