

## DRAYTON PARISH COUNCIL

Minutes of the meeting of the Governance Committee held on  
Thursday 24 May 2018 at 7pm in The Pavilion at King George Fifth Playing Field  
Drayton High Rd, Drayton

### PRESENT

Mr G Everett – Chairman  
Mr A Crotch Mr K Morgan Mr K Smith Mr L Wilkinson  
Mr J Hall – Parish Clerk

### IN ATTENDANCE

None

#### 42. Absence and Apologies for Absence

Apologises received and accepted from Cllr Blaxter & Wilson.

#### 43. Declarations of Interest

Nothing further was declared beyond those interests already included on the register of member's interests.

#### 44. Public Participation

None

#### 45. Clerk's report on Committee Matters

The Clerk advised that all outstanding matters were covered by items on the agenda for tonight's meeting.

#### 46. Budget out-turn and receipt figures and provision of budget underspend

**RESOLVED** to accept budget out turn figure of £120,500 providing a budget surplus of £21,911. The bank reconciliation as at 31<sup>st</sup> March 2018 had been approved at the full council meeting on 3 May 2018.

#### Recommendation to full council:

**Part of the budget surplus to be utilised by adding to the budget for 2018/19 as follows:-**

Code 28 Handyman Equipment £450 (possible purchase of strimmer)  
Code 36 Street Scene Maintenance £2500 (cleaning / restoring War Memorial)  
Code 514 Pest Control £2000 (control of rabbits at KGV)  
Code 503 Grounds Maintenance £2500  
Additions to Reserves  
£4000 to Tree Maintenance Reserve

47. **Insurance quotes**

**RESOLVED** to accept quote of £2761.58 from Zurich Municipal on a five year agreement.

48. **Internal Auditor's Report**

Copies of the report had been circulated prior to the meeting. The report contained only 3 recommendations. The outstanding invoices due from Drayton Youth Football Club were actively being pursued and are expected to be paid within the next month. Recommendations for investment and reserves policies were to be discussed later on the agenda.

49. **Staffing Sub Committee meeting held 17 May 2018**

The meeting on 17<sup>th</sup> May 2018 was noted. The minutes were circulated prior to the meeting and agreed as an accurate record and duly signed by the vice chairman of the committee.

50. **GDPR and appointment of Data Protection Officer**

The clerk advised that relevant privacy statements would appear on the website from 25<sup>th</sup> May 2018. Although National Association of Local Councils (NALC) had advised that a government amendment to exclude parish council's from needing to appoint a Data Protection Officer (DPO) was forthcoming it was not yet law. To avoid a technical breach of the regulations NALC suggest that a DPO should be appointed for the interim period until the amendment reaches the statutory book. **RESOLVED** to appoint Jonathan Hall Proper Officer & Responsible Financial Officer as DPO for Drayton Parish Council until such time as the law regarding GDPR is amended.

51. **Policies for Reserves and Investment**

Draft policies had been circulated prior to the meeting. It was agreed in principle that these should be recommended to the full council. The clerk will research possible deposit style accounts from UK based financial institutions that will accept the parish council as a customer and make recommendations to full council.

**Recommendation to full council:**

To adopt policies for reserves and investment policies.

52. **New Model Standing Orders**

New model standing orders were produced by NALC in April 2018 to include all changes and updates to regulations and legislation. The committee has reviewed the document and suggested several minor changes, including withdrawing the need for residents to stand to ask a question during public participation at meetings.

**Recommendation to full council**

To adopt the amended standing orders document.

**Meeting ended 8.57pm**

A handwritten signature in blue ink, appearing to read 'G. Evers', is located in the bottom right corner of the page.