

ARLESEY TOWN COUNCIL

Minutes of a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE**, Arlesey Town Council held in the Village Hall, Arlesey on **Tuesday 5th December 2017**.

PRESENT: **Cllrs:** C Livermore (Chairman) J Randall (Vice Chair)
 C Ferris M Gould
 M Holloway A Ward
 C Gravett (Ex Officio)

In attendance: Ms S Foulkes (Town Clerk), Cllrs H. Frost, D. Page and S. Sarll.
No members of the public were present.

17/026 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr J. Auburn.

17/027 MEMBERS' INTERESTS

- a) Disclosable Pecuniary Interests: None.
- b) Other Interests:
 - Agenda item 8 - Grant Applications: Cllr Livermore - Scouts Grant Application, due to his position of Treasurer.

17/028 PUBLIC PARTICIPATION

There was no public participation.

17/029 MINUTES OF THE PREVIOUS MEETING

To consider and approve the minutes of the Finance & General Purposes Committee meeting held on 3rd October 2017.

RESOLVED

that the minutes of the Finance and General Purposes Committee meeting held on 3 October 2017 be approved as true record of the meeting and be signed by the Chair.

17/030 MATTERS ARISING

There were no matters arising.

17/031 DRAFT BUDGET 2018/2019 VERSION 2

Members reviewed V2 of draft budget 2018/2019 and considered virements between budget headings as directed by Town Council.

(a) 2018/19 Draft Budget Summary V2

- **Precept of £224,273 remains unchanged** representing a zero-percentage increase to Council Tax Band D householders.

(b) Earmarked Reserve Review V2

- **EMR 356: Community Project** - Members noted that Council had set aside £30,000 during 2017/18 to safeguard a proportion of an insurance refund of legal fees. The Council had yet to determine a specific project on which the funds would be spent. The Town Clerk advised members that the Council should seek to identify its purpose

for retaining these funds within an Earmarked Reserve, or agree to transfer the funds into alternative specified project funds. Discussion took place on various projects previously discussed by Council. Cllr Randall suggested that the Archive Group may require funds in relation to a 'Talking Book' project.

AGREED: Town Clerk to consult all members in order to compile a list of projects to be considered at the next Finance and General Purposes Committee meeting. Town Council to consider committee recommendations at March 2018 Council meeting.

- Members acknowledged the following transfers to Earmarked Reserves had been included within the draft 2018/19 budget:

EMR 337 – Computer Equipment	£500
EMR 338 – Streetlighting	£3,728
EMR 352 – Training	£500
EMR 355 – St Johns Road Play Area	£2,500
EMR 358 – Outside Gym Project	£1,336
- EMR 329 – Vehicle Replacement: Members noted that the forecasted year-end balance of £3,151 may be required to fund the purchase of a trailer as previously discussed by Council. The Town Clerk advised members that she had consulted the Council's Grounds Maintenance Operative on this matter and suggested that it be revisited in Spring 2018. Members agreed that the Council should consider adding to this fund, year-on-year, in the budget for 2019/20 onwards so as to plan for the future replacement on the current vehicle.
- No further increases to Earmarked Reserves were deemed necessary by the Committee.

(c) 2018/19 Draft Budget Detail V2.1

- Members noted an amendment in the draft budget on Acc. 4001. Salaries, 4002. National Insurance and 4003. Superannuation – **resulting in an overall increase of £1,555 as detailed in V.2.1 provided at the meeting.**
- The above increase was off-set by a reduction in funds to be transferred to EMR 358. **Outside Gym Project – reduced to £1,336.**
- No further virements were deemed necessary.

RESOLVED

Committee Recommendation: that the Council approve Draft 2018/19 Budget v2.1.

17/032 GENERAL DATA PROTECTION REGULATIONS (GDPR)

032.1 NALC Updates

(a) Payment of fees to Information Commissioner's Office (ICO) – Members acknowledged receipt of NALC briefing L0-17 confirming the continuing requirement, under the pending General Data Protection Act (GDPR), for Data Controllers to pay a 'data protection fee' to the ICO. The new fee system will be based on the organisation's size and turnover, using a three-tier system and will take into account the amount of personal data being processed. The Town Council currently pays £35 per annum.

(b) Implications of GDPR for Town & Parish Councils - Members acknowledged receipt of update from Louise Ashmore of BAPTC advising that sector specific guidance had been requested by NALC together with a request for financial assistance to meet the cost of appointing a Data Protection Officer (DPO) and access to a 'small business' helpline. Clarification had also been sought as to whether or not the Clerk can be

appointed DPO, as opinions are conflicting. Further information to be provided in due course.

- 032.2 **Local Council Advisory Service GDPR Document Pack** - Members considered the Town Clerk's request to purchase a GDPR Pack at a cost £30.00, containing a number of templated documents, which will be used to assist in the Council's preparations for GDPR compliance.

RESOLVED

Committee Recommendation: that the Council approve the purchase of GDPR Pack at a cost £30.00 from Local Council Advisory Service.

17/033 GRANT APPLICATIONS

- 033.1 Members considered the following small grant applications received for financial year 2017/2018 against the current year budget of £3,100, and the virement of projected year underspend (Acc. 4401).

- Arlesey Parent & Toddlers - £250 to fund replacement of existing damaged playmats.
- Arlesey Scouts - £500 to part-fund the fencing of land acquired adjacent to Scout Hut.
- Magpas Air Ambulance - £480 to fund purchase of flight suit to be worn every emergency.

Discussion took place on each of the applications as detailed above.

RESOLVED

Committee Recommendation: that the Council approve the grant applications received from Arlesey Parent & Toddlers for £250 and Arlesey Scouts for £500. No proposal for the payment of the Magpas Air Ambulance grant was tabled.

- 033.2 Members agreed that the remaining budget be reviewed by Council prior to year-end to determine whether unspent funds should be vired to a specific community project.

17/034 WILDLIFT TRUST - GLEBE MEADOWS DRAFT BUDGET 2018 - 2019

- 034.1 Members considered the 2018/19 Glebe Meadows Nature Reserve draft budget of £541.18 received from the Wildlife Trust. Members noted the Council's commitment to maintaining Glebe Meadow and the draft budget being in-line with previous years.

RESOLVED

Committee Recommendation: that the Council approve the payment to the Wildlife Trust in respect of 2018/19 Glebe Meadows Management on receipt of invoice.

17/035 PUBLIC PARTICIPATION ON ITEMS ARISING FROM THIS EVENING'S MEETING

There were no matters arising.

Meeting closed at 7.55pm

CHAIRMAN

Date