

MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 22nd JULY 2019** at **7.00PM**

PF/20 PRESENT

Chairman: Councillor Cobley
Councillors: Ginger, O'Neill, Parry, Perks, Pote, Sheward, and Smithers
Officers: Gina Wilding, Town Clerk
 Lucy Jones, Senior Finance Officer

PF/21 HEALTH & SAFETY

The Chairman informed Councillors and members of the public of the fire exits, fire assembly point and asked that everyone sign the attendance log.

PF/22 RECORDING OF MEETINGS

The Chairman notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings.

PF/23 APOLOGIES

Apologies for absence were received from Councillors Clarke, Garner, Gill, Lyle and Mahalski.

PF/24 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared

Declaration of Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Councillor Parry	9	Ludlow in Bloom

Declarations of Personal Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Councillor Perks	9	Internal Auditors Report
	14	GDPR compliant email address

PF/25 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public or press present.

PF/26 UNITARY COUNCILLORS SESSION

Unitary Councillor Viv Parry, Ludlow South, stated that she had nothing to report today, but would be attending Shropshire Council's Full Council meeting on Thursday and would report back.

PF/27 MINUTES

RESOLVED (5:0:1) AC/JS

That the minutes of the Policy and Finance Committee meeting held on 10th June 2019, be approved as a correct record and signed by the Chairman.

PF/28 ITEMS TO ACTION

The Chair thanked staff for actioning the items from previous meetings.

RESOLVED (Unanimous) GP/AC

That the items to action be noted.

PF/29 FINANCE INFORMATION CASHBOOK – PAYMENTS & INCOME

RESOLVED (Unanimous) 7:0:1

That the Cash Book Payments and Income for May and June 2019 be received.

PF/30 RECONCILIATION, BARCLAYCARD STATEMENT, PAYPAL PAYMENTS, INCOME AND RECONCILIATION; AND MAYOR'S CHARITY PAYMENTS, INCOME AND RECONCILIATION

RESOLVED (Unanimous) AC/GG

That the Cash Book Reconciliation for May and June; Barclaycard Statements for May only, PayPal Payments, Income and Reconciliation for May and June; and Mayor's Charity Payments, Income and Reconciliation for May and June 2019, be received.

PF/31 1st QUARTER INCOME & EXPENDITURE

RESOLVED (Unanimous) GP/AC

That the 1st Quarter Income and Expenditure Report and Exceptions Report be noted.

PF/32 CHILDREN AND VULNERABLE ADULTS PROTECTION POLICY

RECOMMENDED (7:0:1) GP/AC

That:-

- i) Section 7 be amended to include the Chair of Staffing and Appeals Committee.
- ii) to note that all incidents would be reported in writing to Social Services and the police, and no Ludlow Town Council staff or Councillors would undertake any investigations or interviews.
- iii) to adopt the amended Children and Vulnerable Adults Protection Policy.

PF/33 BARCLAYCARD

RESOLVED (Unanimous) GG/AC

That the improved security arrangements for the Council's Barclaycard are noted.

PF/34 BUDGET CODES

RESOLVED (Unanimous) GG/GP

That Photocopier Contract (4033/101) and Photocopier Usage (4034/101) budget codes be combined into a Photocopier budget 4034/101 of £5000.00.

PF/35 SUSPEND STANDING ORDERS

RESOLVED (Unanimous) AC/GP

That Standing Orders be suspended in order to consider the General Data Protection Regulations.

PF/36 GENERAL DATA PROTECTION REGULATIONS (GDPR) TRAINING

RESOLVED (6:2:0) GP/AC

That:-

- i) the training dates be noted and Councillors are encouraged to attend.
- ii) a report on the training be brought to Policy and Finance Committee.

PF/37 GDPR COMPILANT EMAIL ADDRESSES

Councillors Ginger and Parry left the meeting at 7.53pm

RESOLVED (Unanimous) AC/GP

That:-

- i) Councillors who are experiencing issues with the new email address provide this information to the appropriate member of staff.
- ii) SALC is asked to provide any information it holds on how other Councils have fared in setting up domain specific email addresses for GDPR.
- iii) progress on setting up the email addresses is reported to Policy and Finance Committee.

The meeting closed at 8.18pm.

Chairman

Date

N.B. No Closed Session Minutes will not be issued for this meeting.