

**MINUTES OF THE GOVERNANCE AND FINANCE COMMITTEE MEETING
HELD AT THE SESSIONS HOUSE, EASTGATE, LOUTH
ON TUESDAY 17th APRIL 2018**

Present: Councillor Mrs. E. Ballard (EB) (in the Chair)

Councillors: Mrs. D. Blakey (DB), Mrs. S. Crew (SC), C. Green (CG), D.J.E. Hall (DJEH), Mrs. L. Harrison-Wiseman (LHW), D. Hobson (DH), G.E. Horton (GEH), R.A. Jackson (RJ), A. Leonard (AL), M. Locking (ML), Mrs. S.E. Locking (SEL), Mrs. M. Ottaway (MO), Mrs. J. Makinson-Sanders (JMS), L.M. Stephenson (LMS), F.W.P. Treanor (FWPT), D. Turner (DT), Mrs. P.F. Watson (PFW) and D.E. Wing

Councillors not present: Mrs. J. Speed (JS) and J. Garrett (JG)

The Town Clerk, Mrs. L.M. Phillips was also present.

642. Apologies for Absence

Apologies for absence were received from Councillors Mrs. JS and JG.

643. Declarations of Interest / Dispensations

The following declarations of interest were made:

- a. Cllrs. Mrs. JMS, AL and DEW– any item from or relating to Hubbard’s Hills – as a member of Hubbard’s Hills.

644. Minutes

Following a proposal by Cllr. CG, seconded by Cllr. AL it was **RESOLVED** that the notes of the last meeting held on 13th March 2018 be approved as the Minutes.

645. Financial Reports

On a recommendation by FOG the committee considered a., b., c., and d. below and **RESOLVED** to approve them as follows:

- a. Cashbook 1 (Bank Account) Reports – Proposed by Cllr. Mrs. SEL, seconded by Cllr. AL
 - i. Month 10 Receipts £1,211.76 Payments £22,566.90
 - ii. Month 11 Receipts £15,656.31 Payments £23,996.72
 - iii. Month 12 Receipts £3,318.86 Payments £19,344.70
- b. Cashbook 2 (Petty Cash) Reports – Proposed by Cllr. Mrs. SEL, seconded by Cllr. AL
 - i. Month 10 Receipts £0.00 Payments £35.74
 - ii. Month 11 Receipts £200.00 Payments £104.37
 - iii. Month 12 Receipts £0.00 Payments £96.82
- c. Reconciliations – The Chairman of FOG, Cllr. Mrs. EB confirmed the bank reconciliations listed below as at 31st March 2018 and approval was proposed by Cllr. Mrs. SC, seconded by Cllr. AL
 - i. Lloyds Deposit Account £69,438.71
 - ii. Lloyds Current Account £183,062.76
 - iii. Petty Cash £120.46
 - iv. NSI Account £108,861.06
- d. First draft, Income and Expenditure by Budget Heading Report as at 31st March 2018. Proposed by Cllr. Mrs. SEL, seconded by Cllr. AL.

646. GDPR

On a recommendation from the GDPR Working Group and following a proposal by Cllr. Mrs. JMS, seconded by Cllr. Mrs. PFW it was **RESOLVED** to adopt the following policies and procedures: 1) Data Protection Policy, 2) Information Security Incident Policy, 3) Retention of Documents and Records Policy, 4) Social Media and Electronic Communication Policy, 5) Removable Media Policy, 6) Subject Access Requests Policy, 7) Computer and Telephone Misuse Policy, 8) Secure Disposal of Information Policy, 9) Privacy Notice for Staff, Councillors and Role Holders, 10) General Privacy Notice, 11) Cemetery Privacy Notice, 12) Email Contact Privacy Notice, 13) Employee Consent Form, 14) Exclusive Rights of Burial Consent Form, 15) Contact Information Consent Form

- a. Appointment of a Data Protection Officer – it was agreed that this would be discussed at a future meeting.
- b. Following a proposal by Cllr. Mrs. JMS, seconded by Cllr. Mrs. SEL it was **RESOLVED** to appoint the Town Clerk as the Data Control Officer.
- c. Following a proposal by Cllr. LMS, seconded by Cllr. Mrs. JMS it was **RESOLVED** that cloud storage should be purchased.
- d. Following a proposal by Cllr. Mrs. SEL, seconded by Cllr. DT it was **RESOLVED** that .gov email addresses should be purchased, so that each Councillor could be allocated a Council email address for use for Council business during the term of their office which upon leaving the Council could be taken back by the Council, cleared down and reissued to a new Councillor.

Following a proposal by Cllr. Mrs. JMS, seconded by Cllr. Mrs. MO it was **RESOLVED** that Standing Orders should be suspended in order that the meeting could continue.

647. Members Allowances 2019/20

On a recommendation by the Past Mayor’s Working Group the Committee considered a Members Allowance Policy. Following a proposal by Cllr. CG, seconded by Cllr. RJ it was **RESOLVED** that the Members Allowance Policy should be approved and brought back at budget setting time for implementation in 2019/20.

The Meeting Closed at 10.15pm.

Signed _____ (Chairman)

Dated _____