

THE IVERS PARISH COUNCIL

MINUTES OF A MEETING OF THE POLICY, FINANCE & GENERAL PURPOSES COMMITTEE HELD ON 25TH SEPTEMBER, 2019 at 7.30 PM IN THE MEETING ROOM, COUNCIL OFFICES, THE IVERS PARISH COUNCIL.

Present: Councillors Wendy Matthews, Ann Mayling, Carol Gibson, Bill Lidgate and Chris Jordan

In Attendance: Carmel Kingsley-Jones (temporary office help)

Minutes taken by: Carmel Kingsley-Jones

37 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllrs. Chris Wooley and Jacquie Bryson.

38 DECLARATIONS OF INTERESTS

No declarations of interest were received.

39 THE MINUTES

To confirm as correct the minutes (previously circulated) of the meeting held on the 24th July 2019 and to authorise the Chairman to sign the same.

40 CLERK'S REPORT

- a) Update on new Bank – The accountant has looked at several banks but has not found a suitable one. Awaiting feedback from Burnham PC regarding Barclays and in the meantime will continue to look.
- b) Report on the cost of the gas service certificates – The Chair reported that three quotes had been received and Red Van Plumbers were chosen. The job has been completed at a cost of £580. Service certificates received. Annual boiler services to be scheduled.

41 CHAIRMAN'S REPORT

Scout Hut – A request has been received from the Scout Master for his team of volunteers to paint the outside of the hut in dark grey or green.

AGREED: that this would improve the area.

Telephone contracts – BT contract expires at the end of October and we need to review this as we do not need all aspects of the business package we currently have. It was noted that we rent the telephone line from BT but the office phones are VoIP. Discussion took place on the Jubilee Pavilion contract and if it should be kept. **AGREED: it was needed for the WiFi facility and a low cost option sought.**

The chair attended a meeting on 24th September with Crossrail/TfL/Murphy's and advised that from 15th December 2019 four trains an hour will run from Paddington to

Reading. A full service will be phased in in six monthly chunks. A revamp of GWR timetable will happen in January 2020. The Iver station lift will soon be fully operational.

The council has sent a submission to Heathrow and local planning consultations with 10-20,000 responses Heathrow have received. A High Court hearing will be held middle of October for Judicial Review.

42 IT SERVICE AND ADMINISTRATION OF THE IT ACCOUNT

A service specification will be drawn up and this will be sent out for tender. This needs to consider what we want/need after April 2020. Considerations include funding for laptops or iPads for councillors use and it will need to be put in the 2020 budget if we want this (could be up to 14 devices). A suggestion was made to wait until after May 2020 to decide on this.

43 GDPR AND DATA SHARING

The Information Commissioner's Office have been working with town and Parish Councils and identified areas of concern. Their briefing notes around key issues are on Sharepoint

In their note the following quote is of interest to us in what we need to do next:
'focus is shifting to a new phase from basic compliance with the law towards accountability and a real evidenced understanding of the risks to individuals in the way they process data and how these risks can be mitigated'

They support the advice we were given by NALC and BALC to discontinue councillor use of personal emails to mitigate risk and highlights issues arising if this is not followed are considerable.

We have put in place privacy notices and policies as required and ensured email lists are held in GDPR compliant software for update and newsletter type communications.

As a council we have a responsibility to ensure any personal data held or data shared is managed in line with the legislation and that we have understood and taken action to mitigate risk. This includes secure storage of digital and physical data. We need to reflect the comments above and demonstrate 'a real evidenced understanding' and ensure everyone is aware of their individual responsibilities and working practices we need to adopt.

Areas requiring review:

- Cybersecurity overall
- Access to data and data storage – user profiles, administrative rights and data drives
- Use of personal devices – phones, laptops, PCs or tablets
- Printed materials – where provided returned for shredding to ensure security of personal data
- Data sharing
- Compliance with retention schedules
- Secure storage of physical data e.g hirer details
- Capability to respond to subject access request

It was NOTED that we believe we are compliant with the legislation however we need to ensure we have undertaken work to mitigate any newly identified risks.

AGREED: to discuss all aspects of GDPR further at the next Policy & Finance meeting.

44 LEASE EXTENSION

A new lease to be granted to Anthony Brindle. Pro rata buildings insurance will need to be charged and we need to let PJSA have a figure.

RESOLVED: to accept the terms of the new lease.

45 INDUCTION OF NEW STAFF DOCUMENTATION

AGREED: in principle. Amendments requested from Groundsman regarding more details on equipment used.

46 LAF PROJECTS

LAF meeting to be held on 16th October and documents will be circulated beforehand. GLL applying for funding for Pilates classes in the library and seated Yoga at Bodley House. Final report from the youth project to be circulated shortly.

47 NEIGHBOURHOOD PLAN / LOCAL PLAN

The questionnaire outputs to be transferred onto a template.

A meeting was held with Iver Heath Village Hall Committee to get their input into the plan.

South Bucks/Chilterns looking to push forward the CIL application, this can be done independently of the local plan. Wycombe and Aylesbury Vale local plans have been agreed. We need to move forward with the Neighbourhood Plan.

48 REPORTS FROM WORKING GROUPS

a) Christmas Lights – The following was discussed:

- New lights and PA system.
- Tasks to be assigned.
- The stallholders have been contacted.
- The retailers involved last year will be involved again this year and we need to establish what they are going to do.
- Iver Junior school to be contacted regarding carol singing and various choirs will be in attendance together with Iver Singers and the Nursery.
- Photo booths will be present.
- Our budget to be looked at for bouncy castle hire.
- Sponsorship from Heathrow and Nationwide, Pinewood may sponsor and the Chair advised that we should not exceed our budget due to this sponsorship.
- We need to check that our generator is suitable for the Christmas lights.
- A goodwill gesture for Cllr Lidgate's daughter e.g. flowers.

- The event to be advertised in “In and Around Iver”.
- b) Community Events – Richings Park Fireworks – The following was discussed:
- Co-event with IPC on Sunday, 3rd November, 16:30-21:00 (fireworks display from 18:30-19:00), approx. no. attendees 1,000.
 - A ticketed event this year and ticket sales to be promoted via IV/IH/RP. Tickets to be made available from 1st October and Post Office/Library to be asked to sell tickets.
 - We are currently speaking to our insurance company regarding our public liability insurance cover.
 - The event to be advertised/where to buy tickets in “In and Around Iver” and posters put in the Post Office and Library, details to be put on IPC Facebook and Website.

RESOLVED: to contribute to the cost of the fireworks display.

49 HEALTH AND SAFETY

- a) Accident Reports – None.

Update - An incident has been recorded on Iver Heath Recreation Ground of an attempted mugging.

50 COMMUNITY USE AGREEMENTS

- a) Delaford Colts Football – The agreement needs to be more specific about their storage areas. The container is their property but on our land and access to our container is to be available for electrical testing. They are seeking clarification on a few things. The development plan has been reviewed with them.
- b) Iver Heath Village Football Club – Includes standard T&Cs regarding hire. Their Chair has been given a copy of the agreement which is to be renewed annually at which time charging will be amended. They need clarification on storage. A meeting is to be scheduled to finalise the agreement.
- c) St. Peters Football – They have now decided that they will use the changing facilities. They use Iver Heath Village Football Club goals. They are clear on storage arrangements. Invoices to be issued to them.

51 GRANT APPLICATIONS

- a) Iver Heath Drama Club – grant towards their Pantomime performance
 b) Iver Heath Bowls Club – grant towards ‘Help for Small Hands’ initiative
RESOLVED: to approve both grant applications.

52 BUCKS UNITARY CONTACT ACCESS POINT

IT. There are a number of areas to be clarified.

Several points were raised: How much footfall will we get, how the facility is accessed, do we have the resources to manage this, it would appear to be purely a remote facility

for people who do not have IT facilities in their home.

AGREED: we need to know more about how this is going to work.

53 ADOPTION OF UPDATED FINANCIAL REGULATIONS

The newly updated Model Financial Regulations have been adapted to our requirements.

RESOLVED: to adopt these.

54 CONCLUSION OF THE AUDIT 2018/19

a) External Audit Report – We have received the conclusion report and we are compliant, there are no items that need review or actioning. The audit has been published in all the relevant places for 30 days. It was:

RESOLVED to adopt and approve the audit report

b) The next internal audit will take place on 21st October 2019

55 FINANCE

a) To receive budget analysis papers for all council committees – these were noted.

b) Consideration of outstanding debts – These were considered and it was **AGREED** on the actions to be taken to chase these

56 PRESS RELEASE/WEBSITE

Nothing was put forward.

57 EXCLUSION OF THE PUBLIC AND PRESS

To exclude the Public and Press from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are considered to be confidential and may involve disclosure of information about particular members of staff.

58 STAFFING MATTERS

Staff update

Clerk: The resolution of the HR meeting of the Committee to terminate the Clerk's contract before the end of the probationary period was discussed and noted.

Assistant Clerk was still off on sick leave but was possibly returning next week.

Assistant Clerk (Comms) was still off on sick leave but was making progress and considering a possible phased return to work.

Meeting finished at 10:30pm.

Date of Next Meeting is Wednesday 27th November 2019, 7.30 pm, The Ivers Parish Council Offices.

Signed.....Chairman

Date.....