

Bollington Town Council

Finance & Audit Meeting

Enclosures

25th July 2022

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Minutes of the Meeting of the Finance & Audit Committee

Council Chamber, Bollington Town Hall
At 2.30pm on Monday 23rd May 2022

Those Present: Cllr K Edwards (KE), Cllr H Ellwood (HE), Cllr Johanna Maitland (JM), Cllr A Stott (AS) and one vacancy.

Chair: Cllr Amanda Stott (elected as below)

Officer: Julie Mason Town Clerk

The Town Clerk opened the meeting by seeking a **resolution to move without notice** to elect a chair

i. To elect a Chair

Resolved: That Cllr AS would act as Chair.

To Elect a Chair for the ensuing year 2022/23

Resolved Cllr A Stott would be the Chair for the ensuing year

Declaration of Interest – Cllr J Maitland – Bridgend

Public forum time

The Chair of the Bridgend had attended the meeting to ask, as the TC grant's deadline had been missed by the Walking Festival, could their grant be considered at an earlier date. It was causing financial pressure on the Walking Festival as she had been informed the next round of applications would not be considered until November which was after the date the walking festival had been arranged and monies were needed to arrange the event.

It was agreed this would be placed on the agenda for the next meeting to be considered by the Committee.

FA 08/22 To receive and approve apologies for absence: Cllr A Williams due to holidays and it was noted there was one vacancy to be filled.

FA 09/22 To accept the Terms of Reference for the Finance & Audit Committee

It was noted that the Mayor was not on the committee as the TOR indicated.

Resolved the Clerk would ask the Mayor if he wished to become a member and if not this would be adjusted in the TOR.

Resolved the Committee requested that they could have the power to approve up to a £1,000 spend and the allocate the grants budget as requested by organisations of the town.

Resolved the Chair asked if the agenda could be prepared with the Chair and the Officer.

FA 10/22 To receive and confirm the Minutes of the meeting held on 14th March 2022

It was noted these had been approved at Full Council on 5th April

The Committee RESOLVED to approve the minutes as a true and accurate record.

FA 11/22 To receive updates from the minutes

The comments were noted from Canalside Radio in relation the refusal of the grant.

FA 12/22 To note the final reconciled budget from 2021/22 together.

The reconciled budget from last year 2021/22 had been circulated and there was an opportunity for discussion. It was compared to the position in December 2021.

Resolved the reconciled budget for 2021/22 was accepted as an accurate record.

FA 13/22 To accept the final drafted budget for 2022/23.

The budget had been recirculated after the year end had been completed. Cllr AS asked for some amendments as there were some duplications in the committees spend.

Resolved the budget was accepted for 2022/23.

FA 14/22 To accept the insurance policy for 2022/23 from Zurich.

Resolved the insurance policy was accepted for 2022/23.

The Clerk requested a valuation of the Civic Regalia as on Fixed Asset Register it was £37,675.00 and insurance value £14,777.51.

Resolved this was accepted subject to a cost being presented at full council.

FA 15/22 Date of Next Meeting: Monday 25th July 2022 at 10.00am in the Town Hall.

Meeting closed at 3.15pm

Electrician quotes

Quote A - £45 plus Vat first hour £30 per hour thereafter £60 emergency

Quote B – No Quote too busy to take new clients

Quote C - £25 plus VAT per hour

Quote D – £37.50 plus VAT per hour

Data Protection Review

The Town Clerk and Town Manager met with the Council's Data Protection Officer to review the actions as identified for implementation with the previous staffing team and any other areas of discussion.

Key points are listed below:

- Ensure we have a template and code of practice for Privacy Impact Assessments (PIA) for the delivery of new projects/services. (A Data Protection Impact Assessment (DPIA) is a process to help an organisation identify and minimise the data protection risks of a project, especially for processing that is likely to result in a high risk to individuals).
- Review CCTV policy/code of practice to ensure complies with legislation
- Review and implement cybersecurity measures
- Ensure staff and councillors are aware of cybersecurity measures
- Ensure Data Processor Agreements are in place for all third party organisations that process personal data
- Ensure there's a policy for all BYOD devices - two factor authentication and no council data stored on hard drives
- Ensure appropriate legislation followed for the sharing of photos of identifiable individuals on council social media and website
- Review all relevant data protection policies
- Implement retention policy on all legacy documentation – to review holding of finance documentation in storage areas on top floor and safe in cellar.