



Minutes of the Meeting of the Finance & Audit Committee

Council Chamber, Bollington Town Hall
At 10.00 am Monday 25th July 2022

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

Chair: Cllr Amanda Stott

Officer: Julie Mason Town Clerk

Declaration of Interest – Cllr J Maitland – Bridgend

Public forum time

Nobody present.

FA 16/22 To receive and approve apologies for absence:

None

FA 17/22 To receive and confirm the Minutes (FA 08/22- 15/22) of the meeting held on 23rd May 2022.

The Committee wished the TOR to be amended to six Cllrs plus the Mayor if the Mayor chooses to join the committee.

RESOLVED the minutes were accepted as a true and accurate record subject to the changes in the TOR.

FA 18/22 To receive updates from the minutes

To note the Service Level Agreement had been set up with the Town Council's appointed cleaning company.

FA 19/22 To note the valuation of the Mayors Regalia

- Chain of Office - £9,100
- Mayors Consort Chain – £1,900
- Vice Chair Chain of Office – £1,400

TOTAL= £12,400

The Committee asked the Clerk to check if the replacement cost of the Chain of Office including the engraving.

It was noted the Fixed Asset Register was £37,675.00 for the Mayors Regalia.

Resolved as the Practitioners Guide allowed the Fixed Asset Register would be reduced to reflect the valued financial amount.

FA 20/22 To consider the allocation of grants as in the enclosure pack.

- Bollington Walking Festival - £591.00

RESOLVED the grant would be approved

To reconsider the application following latest information

- Canalside Radio - £1,500

The Committee noted that the bank account in this grant submission does not agree with the bank statements submitted with the application.

RESOLVED subject to the Chair and the Clerk checking a resubmission the grant would be approved this was made clear it was to include bank statements and financial accounts.

FA 21/22 To resolve to add items to Fixed Assets Register

- Computer for Administration Assistant - £746.67 + £149.33= £896.00
- Hanging Baskets - £1,370.76 + £274.15= £1,644.91
- Water Bowser - £289.81 + £57.96 = £347.77

RESOLVED the additions would be accepted on the Fixed Asset Register.

FA 22/22 To approve an electrician to carry out works with the Town Council subject to quotes circulated.

- 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

The Committee discussed the quotes at length and considering the reliability and service level of works, Quote A was recommended.

RESOLVED Quote A would be instructed as the Town Council approved suppliers.

FA 23/22 To note a GDPR Audit held with JDH Services Ltd on Friday 15th July

The Clerk and the Town Manager had attended a GDPR audit, but the report had not been received. The Clerk gave a brief outline of the findings.

- 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.

FA 24/22 To accept the Chair's proposal on budget setting 2022/23

The Chair wished to invite the Cllrs to a budget setting review meeting in October which allowed members to attend an open meeting in the Chambers to discuss the budget.

RESOLVED this would be recommended to Full Council subject to the Clerk confirming a date.

FA 25/22 Date of Next Meeting: Monday 26th September 2022 at 10.00am in the Town Hall.

Meeting closed at 10.55 am