



BENTHAM TOWN COUNCIL

MINUTES of the Finance Meeting held on Monday 8th February 2021 at 7.30 pm – conducted remotely.

Present: Cllrs Taylor (Chairman), Adams, Bridgeman, Faraday, Marshall and Stannard, and the clerk Christine Downey. One member of the public.

- F55 Apologies from members unable to attend: -
- 55.1 To note apologies for absence given in advance of the meeting.
None.
- 55.2 To consider acceptance of reasons for absence.
None.
- F56 **Declaration of Interest: -**
- 56.1 To note declarations of interest not already declared under members code of conduct or members register of disclosable pecuniary interests.
None.
- 56.2 To approve dispensation requests.
None.
- F57 To confirm the minutes of the previous meeting on 6th January 2021(Paper F2021/01).
Amendment required to record Cllr Adams’s declaration of an interest – item F46 grant applications – involvement with Settle Area Swimming Pool.
RESOLVED: That the minutes of the meeting of 6th January 2021, including the amendment, be agreed and signed.
- F58 To consider a quote for new chair for clerk’s office.
RESOLVED: Clerk to proceed with the purchase out of office equipment budget.
- F59 GDPR matters to be discussed and a way forward agreed: -
- 59.1 Review of draft Data Audit document. (Paper F2021/02)
RESOLVED: To add details of the councillor contact information that is currently available on noticeboards and website.
RESOLVED: Two typing errors to be amended in row 3.
RESOLVED: To add details on County Councillor and District Councillor contact information under the final section, “Other”.
- 59.2 Review of General Privacy Notice, Staff and Councillors Privacy Notice, and Consent Form. (Papers F2021/03 to F2021/05)
RESOLVED: General Privacy Notice, Staff and Councillors Privacy Notice, and Consent Form approved and adopted.
- 59.3 GDPR training requirements to be identified.
RESOLVED: All Councillors, council staff and volunteers to be made aware of requirements under GDPR, by way of training and/or briefing document to ensure awareness.
RESOLVED: All councils, council staff and volunteers to be required to sign a declaration confirming that they have received training or have received, read and understood the briefing document on GDPR.
RESOLVED: The clerk to take advice from the council’s Data Protection Officer, David Roper-Newman at Craven DC, regarding the level of training/awareness that is appropriate for different members of staff, and volunteers, as well as for councillors. To establish what is available from the DPO and to report back in due course.



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- 59.4 Review the Information Protection Policy adopted 04/04/2018/ (Paper F2021/06)
RESOLVED: Para 3.5 to be amended to “Databases holding personal information will have a management policy for the records and documentation”.
RESOLVED: That the draft “Bentham Town Council Record Management Policy” will include a column detailing who is authorised to delete/remove each class of record at the end of its retention period.
RESOLVED: Para 3.6 to be amended to “The Bentham Town Council Data Audit document will include a clear statement as to the use, or planned use of the personal information”.
RESOLVED: Remove para 3.7 as not applicable.
RESOLVED: Para 4.1 change “Data Control Officer (Clerk)”, to “Data Protection Compliance Officer (Clerk)”.
RESOLVED: Para 4.4 to be amended to “Disposal methods for waste computer printed output and other media must be in accordance with Bentham Town Council’s Records Management Policy”.
RESOLVED: To add the following paragraph “The protocol for memory stick usage is that memory sticks will not be used for personal data”.
RESOLVED: To add the following paragraph “When disposing of records and equipment, the Council will ensure that personal data cannot be retrieved from them, by shredding paper documents, and by destroying electronic storage equipment or considering the use of the services of a professional data security firm”.
RESOLVED: That the Information Protection Policy is the means by which the Council demonstrates it has appropriate security, technical and organisational measures in place to protect against a data breach.
- 59.5 Review Recording Policy adopted 01/2/2014 and reviewed 06/11/2017. (Paper F2021/07)
RESOLVED: Para 19 to be amended to “Where the Council proposes to record its own meetings, it has resolved to maintain recordings until the draft minutes of that meeting have been confirmed. The Council will include such recordings, if they are made, within its Publication Scheme”.
- 59.6 Review BTC GDPR Action Plan Checklist. (Paper F2021/08)
RESOLVED: Cllr Stannard to review position re anti-virus software with a view to ensuring that it is in place and up to date.
RESOLVED: Clerk to prepare a template contract for services that includes the GDPR required clauses relating to the processing of data by others.
RESOLVED: Clerk to prepare a template tender document that includes the GDPR required clauses relating to the processing of data by others.
RESOLVED: That the security provisions to prevent equipment theft were reviewed.
RESOLVED: Clerk to prepare consent form for use in the event of the Council processing data for a child under 13.
- F60 Items for the next meeting and minor items for information only.
What is the position regarding PRS charges? The Clerk reported that she has negotiated a refund and is pursuing payment of it before the end of the financial year.
Coffee morning arrangements. Clerk to check that any coffee morning booking that were paid for but could not go ahead have been repaid or rebooked. Also, clerk to make arrangements for coffee morning dates for 2022 to be provisionally booked.
Cllr Stannard has made arrangements to purchase a SIM card for the clerk’s phone from PlusNet, at a cost of £6 a month. On a thirty-day rolling contract. He will now arrange to purchase the phone from the agreed budget.
- F61 Date of next meeting – **19th April 2021.**



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F62 To resolve that in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the public and press to be excluded further from the meeting, while item F63 is considered: -
RESOLVED: That the press and public be excluded from the meeting.

F63 To discuss pay agreements and agree a way forward.
RESOLVED: Date of April full council meeting to remain as 5th April 2021, therefore no special arrangements to avoid the late payment of salaries are required.
RESOLVED: Salaries to increase by 1.5% from 1st April 2021.

There being no further business, the meeting closed at 21.07.