



WOOTTON and EAST HUNSBURY PARISH COUNCIL

Wootton Community & Sports Centre, Curtlee Hill, Wootton, Northampton, NN4 6ED

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MINUTES OF MEETING FOR THE FINANCE & PERSONNEL COMMITTEE

Wednesday 1st June 2011 at 19:00pm

Present: Cllrs Savage, Nunn, Bartley, Costello, Eldred.

1. To elect a chairman

It was proposed and seconded and unanimously resolved to elect Cllr Bartley as chair of the Finance and Personnel Committee.

It was noted that as the outgoing chair of the committee Cllr Savage presided over the election of the chair but was no longer a member of the committee.

2. To elect a vice chairman

It was proposed and seconded and unanimously resolved to elect Cllr Rayner as chair of the Finance and Personnel Committee.

3. Opening procedures:

To receive and approve apologies for absence.

It was resolved to accept the apology from Cllr Rayner.

Confirmation of the minutes from May 2011

It was resolved to approve the minutes of the meeting held on May 4 2011

Declarations of interest:

None

4. To appoint two members of the committee to carry out internal control checks

It was unanimously resolved to appoint Cllrs Bartley and Rayner to carry out the internal control checks

5. To consider implementing the following policies

It was noted that these policies were for this committee to review and make a recommendation on only. The policies were to be put to full council for adoption.

Data protection policy.

A draft Data Protection Policy was reviewed. Following discussion it was resolved to recommend the policy to full council, subject to the following:

The paragraph below is to be altered to reflect that councillors can only access information on a need to know basis.

Data is kept securely

This means that only staff and Councillors can access the data. It should be stored securely so it cannot be accessed by members of the public

Freedom of information publication scheme and policy for handling requests.

It was noted that a detailed review of the publication scheme was needed and that a review of information held on the website was needed.

A draft Freedom of information Policy was reviewed. Following discussion it was resolved to recommend the policy to full council, subject to the following:

The paragraph below is to be altered to reflect that for documents sent via email no charges will be made. And that no charges will be levied where the charge for photocopying would be less than £2.00

CHARGES

The hourly rate for officer or contractor time is £25.

The cost of photocopying and printing is 10 pence per page, double sided pages are charged at 20 pence per page.

The cost of postage will be the estimated actual cost of postage.

It was further noted that no charges would be made for documents that should be rightly included on the website but are not currently on the website.

Review councillors responsibilities for data protection and FOI.

A brief discussion was held around whether or not Parish Councillors should be registered with the ICO as data controllers. It was resolved that the clerk would circulate the most recent guidance from NALC.

6. To review progress with the annual return

It was noted that some systems problems had resulted in the annual return not being completed in time for the meeting. The clerk was in discussions with Avantedge however if no progress was made by Monday 6th June then the clerk would complete the return manually.

7. To review progress with implementing the sage system and to consider if any additional resource is needed.

It was noted that there had been problems with the original set-up with Sage and time had been spent rectifying these problems. It was further noted that the problems with the annual return had had a knock on effect. However the clerk felt that the system would meet the council's requirements and that it would work well moving forward.

8. To review month 1 data against budget

It was noted that the Bar had performed well in Month 1.

It was noted that some cost allocations between WCSC hire and WCSC catering needed to be reviewed.

It was noted that the performing rights license for BMC had not been budgeted for.

It was noted that each of the partnership arrangements with other councils was covering it's costs.

Other variances to budget were explained by the clerk and these are to be monitored.

Exclusion of press and public

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

Cllr Savage withdrew from the meeting at this point.

9. To receive a report on personnel matters.

The clerk gave a verbal report on various personnel matters

It was resolved to note the report.

10. To receive a report on debtors.

The clerk gave a verbal report on debtors.

It was resolved to note the report.