

## MALVERN WELLS PARISH COUNCIL

Minutes of the Meeting of the **Finance & General Purposes Committee** duly convened and held in Malvern wells Village Hall **on Thursday 12th April,2018** commencing **at 7.30pm**.

**Attendance:** Councillor Mrs H Burrage

**In Attendance:** Mr D M Taverner (Clerk and Responsible Finance Officer)

**1 Apologies for absence:** Cllrs N Chatten, Mrs J Smethurst, S Freeman, B Knibb, K Wagstaff

**2 Declarations of Interest**

**a) Register of Interests:** No changes were necessary to the schedule of Members interests which had been previously lodged with the District Council.

**b) To declare any Disclosable Pecuniary Interests in items on the Agenda and their nature:** There were none.

**C)Written requests from Councillors for a Dispensation (S33 of the Localism Act 2011)** No such requests had been received.

**3 Approval of the minutes of the meeting of the Committee held on 11th January 2018**

The minutes of the meeting of the Committee held on 11<sup>th</sup> January 2018 having been previously circulated, were unanimously approved and signed by the Chairman as an accurate record of that meeting.

**4 Matters Arising from the Minutes**

There were none.

**5 Bank reconciliation statement and budget monitoring at 31<sup>st</sup> March, 2018**

**a) The Bank Reconciliation statement to 31<sup>st</sup> March 2018:** The Clerk presented the figures contained in the previously circulated bank reconciliation which showed that the Council's total cash funds at 31<sup>st</sup> March 2018 comprised: -

	£
Opening Cash Balance at 1 <sup>st</sup> April,2017	169,158.90
Add receipts 2017/18	96,444.24
(less) Payments 2017/18	(81,914.20)
Closing Cash Balance 31 <sup>st</sup> March,2018	183,688.94

Represented by cash deposits:

National Westminster Bank

Current Account	100.00
Business Reserve Account	79,157.08

HSBC PLC

Current Account	25,122.23
3-month fixed deposit a/c 20721891	25,232.68
3-month fixed deposit a/c 90717738	30,492.97

Lloyds PLC

Current Account	10,569.94
Reserve Account	13,014.04

**Total Cash held at 31<sup>st</sup> March,2018** **£183,688.94**

The level of funds within each of the Council's banks was continuing to be monitored to ensure that total cash held, with each bank, was spread adequately so as to mitigate any deposit risk. The Clerk advised that with effect from 1st February

2017 the Bank of England's Deposit Guarantee scheme been extended to cover Parish Council deposits of up to £85k with individual banks covered by the scheme. Surplus funds were continuing to be invested at the most favourable rates offered by the Council's bankers. Cllr Burrage reviewed the individual bank statements presented for verification purposes.

**b) 2017/18 Final Accounts and Annual Governance Statement.**

The Clerk presented the previously circulated report showing actual income and expenditure for the period ending 31st March, 2018. All the Council's budgets had out turned broadly on track with the originally profiled budgets; and there were no significant variances worthy of comment.

Each section of the Annual Governance Statement was reviewed, and it was agreed that the completed returns should be presented to Council for approval, once the 2017/18 internal audit had been completed.

**6 General Data Protection Regulations (GDPR)**

The Clerk outlined the changes arising from new GDPR regulations with effect from 25<sup>th</sup> May,2018. A new GDPR policy will need to be approved by the Council

This policy will explain to councillors, staff and the public about GDPR.

Personal data must:

1. be processed lawfully, fairly and transparently
2. collected for specified, explicit and legitimate purposes;
3. be adequate, relevant and limited to what is necessary for processing;
4. be accurate and kept up to date; be kept only for as long as is necessary for processing
5. and be processed in a manner that ensures its security.

This policy will update the Council's previous data protection policy and procedures to include the additional requirements of GDPR which apply in the UK from May 2018. The Government have confirmed that despite the UK leaving the EU, GDPR will still be a legal requirement.

The policy will explain the duties and responsibilities of the council and it identifies how the council will meet its obligations.

A further update on the requirements of the Policy will be presented to the May 2018 Parish Council meeting.

## **7 Council Risk Assessment**

That he was in the process of reviewing and updating all sections of the Council's risk assessment and an update report would be presented to the July meeting of the Finance & General Purposes Committee

There being no other business the meeting closed at 8.20pm

**Chairman-----**

**Dated 19<sup>th</sup> July 2018**

### **Summary of Recommendations to Council on 25<sup>th</sup> April 2018: -**

**R1 That the Council approve the Draft Final Accounts and Annual Governance Statement submitted – Subject to audit by the Council's Internal and external auditors**

**R2 That a new policy regarding the General Data Protection regulations should be prepared for approval by Council at their meeting on 23<sup>rd</sup> May, 2018**

**R3 That the Council's risk assessment register should be reviewed and updated by the Clerk working in conjunction with the Chairman of the Finance & General Purposes Committee**