

# Lanchester Parish Council

## Minutes of the Finance, Development and General Purposes Committee held at Lynwood House on Wednesday 28 March 2018 at 7.15 pm

**Present** Cllr. K Harrison (Chair)  
Cllr. O Johnson, Cllr. I Tute

**Apologies** Apologies for absence were received as follows:

Cllr. D Friesner - away  
Cllr. M Walker - work commitments  
Cllr. T Jones - other commitments  
Cllr. D Smith - work commitments

The meeting was not quorate. Councillors considered the agenda items.

### **65/18 Declaration of Interest**

There were no declarations of interest

### **66/18 Public Participation**

There were no public present.

### **67/18 Budget Position**

The Clerk presented the finance report. Members discussed the report.

It was noted that the probable end of year position was more favourable than previously predicted. This is due mainly to grant monies received but not yet spent. This expenditure will now be incurred in the following financial year.

The information was received.

### **68/18 General Data Protection Regulations**

The Clerk presented information on the General Data Protection Regulations which will come into effect on 25 May 2018.

The General Data Protection Regulation, or GDPR, is a European Union regulation that establishes a new framework

for handling and protecting the personal data of EU citizens. It introduces new obligations and liabilities for all organisations that handle personal data and new rights for individuals in respect of their personal data.

The Parish Council, as a corporate body, is the Data Controller and as such must meet its GDPR obligations.

The County Association and National Association are working to provide advice, support and guidance to enable Councils to be compliant with the regulations.

It is necessary to undertake the following actions:

- Identify what personal data is held, why we have it
- Adopt a Retention Policy
- Develop a number of policies to be compliant with the regulations i.e. Data Protection Policy, Information Security Policy, Subject Access Request Forms etc..
- Appoint a Data Protection Officer (DPO). Current advice is that this role cannot be undertaken by the Clerk

There are organisations that are offering services to Parish Councils to assist with compliance.

It is expected that further training courses will be provided by the County Association during April / May.

The information was received.

**69/18 External Audit Arrangements**

The Clerk informed Members that she had attended a recent training session with Mazars LLP the new external auditors. Mazars will undertake the external audit function for five years. The session had provided information on the minor changes to the external audit process.

The information was received.

**70/18 Northern Powergrid Agreement for the Connection of Unmetered Customer Installations**

The Clerk informed Members that an agreement for the connection of unmetered customer installations has been received from Northern Powergrid. The agreement needs to be signed and returned.

The information was received

**71/18 Project / Work Updates**

The Clerk provided information on the range of projects and work areas currently worked on.

**72/18 Date of next meeting**

The next Finance, Development & General Purposes Committee meeting is scheduled for Wednesday 30 May at 7.15pm at Lynwood House

**The meeting concluded at 8.15pm**