

ASH PARISH COUNCIL

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17 April 2018

To: The Chairman and Members of the Amenities, Finance and Administration Committee.

Chairman: Cllr Paul Spooner
Vice Chairman: Cllr Laurence Armes
Cllr Martin Burgess
Cllr Bill Cole
Cllr Andrew Gomm
Cllr Nigel Manning
Cllr Mrs Pat Scott

Substitutes: Cllr Mrs Jayne Hewlett
Cllr Nigel Kearse
Cllr Marsha Moseley
Cllr Jo Randall
Cllr John Tonks

Councillors are hereby summoned and members of the public are invited and have the right to attend the Amenities, Finance and Administration Committee meeting to be held at the Ash Centre, Ash Hill Road, Ash on Monday 23 April 2018 commencing at **7:00pm or following the close of the Planning Committee meeting, if this is later.**



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AGENDA

1. **To accept Apologies for Absence.**
2. **To receive Declarations of Interest.**
3. **Confirmation of the Minutes.**

To confirm the minutes of the Amenities, Finance and Administration Committee meeting held on Monday 26 March 2018. These minutes have been before the full Council by which they were duly approved and adopted.

4. Adjournment.

To give consideration to adjourning the meeting for a maximum period of ten minutes to enable members of the public to raise questions, in respect of the business on the agenda. (Standing Order 3e).

5. Monthly Accounts 2016/17

Members to consider and agree the Council's accounts and budgetary review as at 31 March 2018 (month 12).

6. Bank Reconciliation.

Members consider and agree bank reconciliations as at 31 March 2018 (month 12).

7. Ash Parish Council Investments.

Members to consider and review the Close Brothers Investments, due to mature on 23 May 2018 as required by Ash Parish Council's Investment Strategy.

8. Carrington Road Recreation Site - Gas Monitoring Summary.

Members to consider the gas monitoring summary for Carrington Recreation Ground for March 2018.

9. SALC– Managing Traffic and HGVs on the Country Lanes and Villages in Surrey.

Members to consider correspondence from The SALC and the Surrey Hills Board inviting members to a free Workshop on Managing Traffic and HGV's on Country Lanes and Villages which is to be jointly run by the Surrey Association of Local Councils and the Surrey Hills AONB between 16:00 and 18:00 on Wednesday 11 April at Salford Village Hall.

10. Shawfield Allotments.

Members to consider an application to erect a 6' x 8' greenhouse on plot 34 at Shawfield Road Allotments.

11. South East Water – Draft Water Resources Management Plan Consultation.

Members to consider the South East Water consultation on the draft Water Resources Management Plan. Cllr Bill Cole to report.

12. 1st Ash Vale Scout Group Working Group.

To receive a verbal update from the Chairman of the Working Group.

13. Events Working Group.

Members to note the minutes of the Event Working Group held on 21 March 2018 as at appendix A.

14. General Data Protection Regulations Working Group.

Members to note the minutes of the GDPR Working Group held on 26 March 2018 as at appendix B and 9 April 2018 as at appendix C

15. Correspondence.

16. Date of Next Meeting.

The date of the next meeting is **Tuesday 29 May 2018** commencing at 7.00pm or following the close of the Planning Committee meeting, if this is later.

APPENDIX A

ASH PARISH COUNCIL

**Minutes of the Events Working Group
held on Wednesday 21 March 2018 at the Ash Centre
commencing at 3.00pm**

Present:	Cllr John Tonks	A
	Cllr Nigel Manning	A
	Cllr Mrs Marsha Moseley	A
	Cllr Mrs Pat Scott	✓
	Sarah Groom	✓
	Graham Bidwell	✓
	Richard Tolley	✓
	Jo Packman	✓

The meeting was chaired by Cllr Pat Scott in the absence of Cllr John Tonks.

1. Apologies for Absence (*agenda item 1*)

Apologies for absence were received from Cllr Nigel Manning, Cllr Mrs Marsha Moseley and Cllr John Tonks.

2. Receive Declarations of Interest (*agenda item 2*)

There were no declarations of interest to report.

3. Confirmation of Minutes (*agenda item 3*)

The minutes of the Events Working Group Meeting held on Wednesday 21 February 2018 were confirmed and signed by Cllr Pat Scott.

4. Village Fete – Saturday 14 July 2018 (*agenda item 4*)

Graham Bidwell tabled the draft show schedule for the Flower, Vegetable, Craft and Baking Show. Cllr Pat Scott suggested a small number of amendments including checking the dimensions for the flower arrangements with Val Clark. The wording should read carrot tops not leaves. Rhubarb should be presented without foliage due to the toxins present in the foliage.

The stall holder letter is drafted and will be sent to all working group members for their final comments. New wording complying with the General Data Protection Regulations was tabled and will be added to the letter. The issue of whether consent is required for recording people in film or photographs at public events should also be confirmed.

Richard Tolley will kindly contact the Hogs Back Brewery to follow up our request for supplies.

Sarah Groom had researched the list of entertainments suggested by Richard Tolley at the previous meeting but most were prohibitive due to their costs. Quotes were awaited from the Reading Scottish Pipe band. Vintage vehicles and vintage fire engines were also considered.

Frimley Park Radio will be asked to increase the excellent children’s entertainment that they have provided previously.

The classes for the dog show were discussed with suggestions that they are light-hearted such as waggiest tail and ugliest dog categories. The dog show organisers will be consulted.

5. Ash in Bloom 2018

The presentation day was proposed as Wednesday 5 September 2018 at 7pm, subject to approval by Cllr John Tonks and Cllr Nigel Manning. The sponsorship arrangements are currently under review. Nominations will be made in the same way as last year.

6. Brass Band Concert – 17 November 2018

Graham Bidwell confirmed that the Friary Guildford Brass Band will perform at the Ash Centre on Saturday 17 November 2018 for a discounted fee of £600. The band will be consulted on theming the event to commemorate the end of WWI.

It was agreed that Richard Tolley will ask Rotary if they have a preferred charity to benefit from any surplus. The chosen charity should be included on the advertising that promotes the event.

7. Peace Day – July 2019

A suggestion has been proposed via Sally Jenkinson to consider being involved in an initiative to recreate the 19 July 1919 Peace Day. This could involve shops in the village being encouraged to dress their windows commemorating the centenary of the end of WWI. This could potentially be combined with the 2019 Summer Fete arrangements and include Victoria Hall. All present agreed this initiative warranted further investigation.

Sarah Groom also mentioned a government grant fund available to promote the role of women and minorities in civic life as part of the centenary celebration of women’s suffrage.

8. Date of Next Meeting (agenda item 6)

The date of the next meeting is proposed as Wednesday 2 May 2018 at 3:00pm.

The meeting closed at 3:45pm

Signed

Date

APPENDIX B**Ash Parish Council****Minutes of the General Data Protection Regulations Working Group
held on Monday 26 March 2018 at the Ash Centre
commencing at 4.00pm**

Present:	Cllr Nigel Manning	✓
	Cllr Jo Randall	✓
	Cllr Andrew Gomm	✓
	Carole Olive	✓
	Sarah Groom	✓

1. To elect a Chairman

Cllr Andrew Gomm was elected Chairman of the Working Group and duly chaired the meeting.

2. To receive Apologies for Absence

There were no apologies for absence.

3. To receive Declarations of Interest

There were no declarations of interest.

4. Confirmation of Minutes

This was the inaugural meeting of the Working Group.

5. Review of Policies

The Clerk (Designate) tabled the Council's current Data Protection Policy which meets the requirements of the 1998 Data Protection Act and suggested the additions that should be made to it to bring it in line with the new Regulations. The additional details required will include reference to the new Regulations, a privacy clause, retention and disposal clause, a breach of security clause and a separate section referring specifically to employees. A revised draft Policy will be prepared for the next meeting of the Working Group and if agreed, submitted to Full Council for approval.

6. Data Protection Officer

The role of the Data Protection Officer (DPO) was discussed including who might be permitted to fulfil the role under the Regulations. Conflicting advice had been given at the various training sessions attended by Councillors and the Clerks. One trainer who was both a Data Protection Lawyer and a local councillor was going to carry out the DPO function for his own Parish Council. Consideration could be given to an Ash Parish Councillor holding the role but it was unlikely any volunteers would come forward. It is understood that the Clerk cannot hold the role of DPO as they will most likely be designated the Data Controller and there would be a conflict of interest.

Guildford Borough Council (GBC) is proposing to offer the parish councils a Data Protection Officer from amongst their own staff, for a fee. It was agreed that the Clerk will write to GBC expressing an interest in taking up the offer subject to the costs involved.

7. Information Management

The actions required to comply with the Regulations were discussed.

There are a number of tool kits that are available to help the Council complete all of the steps required to comply with the new Regulations. A data flow analysis will document all the ways in which personal data comes into the Parish Council, how it is used and stored, the justification for holding the information including the retention periods and finally who, if anyone do we pass the information on to. A data flow analysis will be completed for each area of work and presented to a future meeting of the Working Group.

Another tool available is a Data Protection Impact Assessment designed to reduce the risk of breaches of security to potentially high-risk, sensitive data. This may be appropriate for employee data but is unlikely to be needed for normal Parish functions.

The implications of the new Regulations were discussed at some length and each specific function of the Parish Council will be carefully thought through, for example, the letter to allotment holders should make it clear we are holding their personal data securely (contact details only) to allow us to manage our allotment service. With their permission, their contact details are also shared with the Allotment Society in order that the terms of the Tenancy Agreements can be upheld.

It was proposed that the best way of managing all the changes required was to adopt one of the many checklists available to use as an action plan to ensure all requirements of the new Regulations are considered and where appropriate complied with. The Clerk (Designate) will prepare an action plan for the next meeting of the Working Group.

Communication

Specific thought must be given to electronic channels of communication by Councillors and employees in order to comply with the new Regulations. Councillors currently use a variety of personal or other work emails for correspondence. All Parish Council communication may have to be via Parish Council email addresses in future and the use of the undisclosed recipients function should be utilised. Further issues including confidentiality and ease of access/use will need to be discussed with our IT Consultant.

Joel Baker from JB Computing will be invited to a future meeting of the group to discuss the best way to resolve the security, encryption and email access issues discussed at the meeting.

8. Councillor and Staff Training

It was agreed that councillor and employee training for all is essential to protect Ash Parish Council. Training had already been undertaken by Cllr Andrew Gomm, Cllr Mrs Jo Randall, Cllr John Tonks, Carole Olive, Sarah Groom and Joel Baker. The two hour GBC training session would be available for view via the web-cast, alternatively a short session with Councillors following a Council meeting can be arranged, complimented by a briefing paper. Employees will be written to about the new Regulations and reminded of potential disciplinary actions of failing to comply with data protection requirements.

9. Date of Next Meeting

The dates of the next meetings are Monday 9 April 2018 at 4pm and Monday 30 April 2018 at 3pm.

The meeting closed at 5.05pm

Signed

Date

APPENDIX C**Ash Parish Council**

**Minutes of the General Data Protection Regulations Working Group
held on Monday 9 April 2018 at the Ash Centre
commencing at 4.00pm**

Present:	Cllr Andrew Gomm (Chairman)	✓
	Cllr Jo Randall	✓
	Cllr Nigel Manning	A
	Sarah Groom	✓
	Joel Baker (JB Computing)	✓

1. Apologies for Absence

Apologies for absence were received for Cllr Nigel Manning.

2. Declarations of Interest

There were no declarations of interest.

3. Confirmation of Minutes

The minutes of the meeting held on 26 March 2018 were agreed and signed by the Chairman.

4. Draft Checklist/Action Plan

The Clerk (Designate) tabled a draft checklist that could form the basis of the Council's action plan to achieve compliance with the new Regulations. The template was taken from information provided by the Society of Local Council Clerks. Members agreed with the format and content. Appendix A included a diagram showing ten steps to cyber security which will be used to develop a further action plan on this particular subject.

5. Cyber Security

Joel Baker from JB Computing (the Council's IT Support Company) was invited to the meeting of the group to discuss the best way to address the security, encryption and email access issues discussed at the previous meeting. Joel outlined the key issues for Ash Parish Council which included looking at working practices and current policies. Joel is currently updating the office to Microsoft Office 365 to build in greater security features which will be completed by the end of April 2018. More thought can then be given to how we open the system up for Councillor use of emails and documents in the future. There are different ways access can be constructed but "two factor authentication" will be required (i.e. a confirmation code is sent to a mobile or an access request is sent to an app on a phone or tablet confirming your log in attempt).

Use of Guildford Borough Council email by Ash Parish Councillors may need to stop in future. However, GBC are being very supportive to parishes and may allow piggy-backing on their hardware/tablets.

Test scenarios would allow the Council to trial new ways of working alongside existing practices. Use of a package like Microsoft Azure Information Protection is a cloud-based solution that helps an organisation to classify, label and protect access to its documents and

emails by various different types of user. This can be done automatically by Joel who would help us define the rules and conditions we wanted to include for the Council's systems.

Microsoft Team sites is another feature that could be utilised to support access to documents by certain individuals only e.g. members of a committee or working group could access all their agenda documents and minutes electronically.

In summary, although it may be inconvenient in the short-term, behaviour and ways of working will need to change to safeguard personal data held by the Council.

6. Draft Data Protection Policy

The Clerk (Designate) tabled a revised draft Data Protection Policy which meets the requirements of the new Regulations. The template was taken from the Society of Local Council Clerks. The additional details required include reference to the new Regulations, a privacy clause, retention and disposal clause, a breach of security clause and a separate privacy statement referring specifically to employees. Members are asked to consider the draft Policy for approval at the next meeting of the Working Group. If agreed then, it will be submitted to Full Council for approval.

7. Draft Retention and Disposal Policy

The Clerk (Designate) tabled a draft Policy which meets the requirements of the new Regulations. The template was taken from the Society of Local Council Clerks. Joel reminded Members that it would be possible to build in automated deletion deadlines if they were wanted for documents or emails. Members are asked to consider the draft Policy for approval at the next meeting of the Working Group. If agreed then, it will be submitted to Full Council for approval.

8. Data Protection Officer (DPO)

Guildford Borough Council (GBC) is proposing to offer the parish councils a Data Protection Officer resource from amongst their own staff, for a fee. This had been followed up by the Clerk and an outline offer was awaited. It may be necessary for the Council to have a second option in case the GBC offer was not forthcoming or was delayed. The Clerk (Designate) will provide Members with an outline for the role of the DPO in case a temporary DPO is required.

9. Draft Data Audit

A data audit template from the Society of Local Council Clerks was tabled by the Clerk (Designate) which will document all the ways in which personal data comes into the Parish Council, how it is used and stored, the justification for holding the information including the retention periods and finally who, if anyone do we pass the information on to. The data audit will be completed for each area of the Council's work including for example Leases held, and presented to a future meeting of the Working Group.

10. Approval of Summer Fete Consent Form

One of the first letters to be sent out, pertinent to the new Regulations, is the letter to stall holders for the Summer Fete. A document to accompany the letter was tabled for consideration which included a consent form and privacy statement. A number of amendments were made and the forms will be sent to Nigel for final approval.

11. Councillor and Staff Training

A short, mandatory training session with Councillors will be arranged, complimented by a briefing paper. The Clerk (Designate) will draft the briefing paper / fact sheet. Once the Data Protection Officer is appointed, they will be asked to facilitate the Member session.

Employees will also be written to about the new Regulations and reminded of potential disciplinary actions of failing to comply with data protection requirements.

12. Date of Next Meeting

The date of the next meeting on **Monday 30 April 2018 at 3pm is cancelled**. A new date will be arranged by the Clerk (Designate)

The meeting closed at 5.15pm

Signed

Date