

ASH PARISH COUNCIL

Sarah Groom
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22 May 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 Pat Scott

Substitutes: Cllr 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 **Tuesday 29 May 2018** commencing at **7:00pm** or following the close of the Planning Committee meeting, if this is later.



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Photographing, recording and broadcasting or transmitting by social media of any kind, is now allowed during the proceedings of the public session of the Council meeting or its Committee's meetings, providing there is no disruption to Council meeting procedures in relation to this initiative. Any recording must cease if the Council resolves to move into confidential session as per the Public Bodies (Admission to Meetings) Act 1960. Recording equipment may not be left in the meeting room where the confidential session is being held.

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 23 April 2018. These minutes have been before the full Council at 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 2018/19.

Members to consider and agree the Council's accounts and budgetary review as at 30 April 2018 (month 1).

6. Bank Reconciliation.

Members to consider and agree bank reconciliations as at 30 April 2018 (month 1).

7. CCLA Local Authorities Property Fund.

Members to note the CCLA Local Authorities Property Fund Profile report as at 31 March 2018 and the CCLA Investment Management Market Report for April 2018.

8. Ash Parish Council Investments.

In accordance with minute 184 of the Amenities, Finance and Administration Committee meeting held on 23 April 2018, Members to note that after careful consideration it was decided to re-invest the maturing investments with Close Brothers for a 12 month period on 23 May 2018 for a 12 month period only, at an interest rate of 1.65%.

9. Harpers Recreation Ground CCTV.

Members to note in retrospect, the purchase of a new closed-circuit television camera to be built and installed at Harpers Recreation Ground car park at a cost of £3,269.86, to help combat anti-social behaviour.

10. Replacement Lawn Mowers.

Members to consider quotes for the replacement of the two self-propelled lawn mowers.

11. Heating and Hot Water System.

Members to consider the installation of an extension timer to be fitted to the hot water system to allow an override of the heating timer at weekends, at a cost of £1,099 + VAT.

12. Carrington Recreation Ground - Gas Monitoring Contract.

Members to consider the renewal of the 12 month gas monitoring contract for Carrington Recreation Ground with Apple Environmental Ltd. due to expire at the end of June 2018, at a cost of £250+ VAT per quarter.

13. Ash Music Festival 2018.

Members to consider a letter received on 23 April 2018 from the Ash Music Festival organisers concerning the hire fees for Harpers Recreation Ground.

14. Funding Request – Kent Surrey and Sussex Air Ambulance.

Members to consider a request for funding from the Kent Surrey and Sussex Air Ambulance. The charity attended 2,133 missions by air and rapid response car last year thereby increasing the chance of survival and recovery of their patients. A £250 grant was awarded by Ash Parish Council on 27 February 2017, Minute 98.

15. 1st Ash Vale Scout Group Working Group.

Members to note the minutes of the Working Group held on 16 April 2018 as at Appendix A.

16. General Data Protection Regulations Working Group.

Members to note the minutes of the Working Group held on 25 April 2018 as at Appendix B and 8 May 2018 as at Appendix C.

17. Events Working Group.

Members to note the minutes of the Working Group held on 2 May 2018 as at Appendix D.

18. Correspondence.**19. Date of Next Meeting.**

The date of the next meeting is **Monday 25 June 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 1st Ash Vale Scout Group Working Group
held on Monday 16 April 2018 at the Ash Centre
commencing at 5.15pm**

Present:

| | |
|---------------------|---|
| Cllr Martin Burgess | ✓ |
| Cllr Nigel Manning | ✓ |
| Cllr Laurence Armes | ✓ |
| Sarah Groom | ✓ |

1. To elect a Chairman

Cllr Martin Burgess 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 Proposal

The letter dated 10 January 2018 from Malcolm Simpson, Chairman of the 1st Ash Vale Scout Group Executive Committee was reviewed. The letter enquired about the possibility of the purchase of land within Ash parish to build a new Scout headquarters.

At the Amenities, Finance and Administration Committee on 26 February 2018 Members considered the letter and it was (Minute 146 extract):

Recommended upon consideration that the Committee were minded to look at the request positively and that a Working Group be formed to deal with the matter. Cllr Martin Burgess expressed an interest in being part of the Working Group.

6. Implications of Proposal

The various implications arising from the proposal were discussed including the following:

- i. Having considered all possible sites in Ash Vale, it was felt that Carrington Recreation Ground offered the most suitable site;
- ii. A site visit had taken place immediately prior to the meeting at Carrington Recreation Ground;
- iii. Use would be outside of school hours and there was ample outside space for the Group to utilise, with parking;
- iv. In principle, members were not opposed to exploring the possibility of agreeing a long lease for a section of Carrington Recreation Ground, or selling a section of land freehold, subject to a buy-back clause;

- v. The buy-back clause could be either at the initial sale price or the current market value at that time in the future;
- vi. Outline planning permission would be needed from Guildford Borough Council;
- vii. A rough sketch of the proposed location may be required by the Planners;
- viii. A pre-application advice site visit would allow Members to explain the current drainage, ditches and surface water run off to the GBC Case Officer. Careful consideration of drainage would likely become a planning condition;
- ix. The current GBC Local Plan planning designation for the site is "R3: Recreational Open Space Provision in Relation to New Small Residential Developments".
- x. Ash Parish Council would wish to maintain public access to the land for future generations;
- xi. There may be some objections from neighbours to consider;
- xii. The Group would be asked to pay for all the planning and legal fees as part of the agreement;
- xiii. Future conditions to the agreement could include the Group funding the refurbishment of the toilet block at Carrington Recreation Ground into two accessible WC's (approx. £30,000). The roof of the Scout Group's Headquarters could be used for our surveillance cameras.

7. Next Steps

The following actions were agreed to progress the matter:

- i. A verbal update from the Chairman of the Working Group will be added to the agenda for the Amenities, Finance and Administration Committee on 23 April 2018;
- ii. The Clerk (Designate) will find out the fees for pre-application advice and outline planning permission;
- iii. Outline planning permission would be sought from Guildford Borough Council by Ash Parish Council, if agreed by the Scout Group;
- iv. The details of what the Scout Group would like to see on the site would be required;
- v. The Clerk (Designate) will check the Charity Commission requirements for the sale or lease of land.

8. Date of Next Meeting

The date of the next meeting is Monday 14 May 2018 at 5:45pm.

The meeting closed at 6.00pm.

Signed

Date

APPENDIX B

Ash Parish Council

**Minutes of the General Data Protection Regulations Working Group
held on Wednesday 25 April 2018 at the Ash Centre
commencing at 10am**

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

1. Apologies for Absence

Apologies for absence were received from Cllr Jo Randall.

2. Declarations of Interest

There were no declarations of interest.

3. Confirmation of Minutes

The minutes of the meeting held on 9 April 2018 were agreed and signed by the Chairman.

4. ICO Reassurance Statement for Local Councils

On 11 April 2018 the Information Commissioner issued a reassurance statement for local councils. It stated that the Information Commissioner was sympathetic to the challenges that appointing a Data Protection Officer (DPO) may pose for parish and town councils. The statement was read and noted. The Clerk (Designate) mentioned a NALC briefing paper issued on 18 April 2018 which in turn expressed concern over the impact of the Data Protection Bill on small councils and the requirement and cost involved in appointing a DPO.

5. Action Plan/Checklist

The action plan/checklist includes all the steps the Council's needs to take to achieve compliance with the new Regulations. Members noted the progress to date and the actions that still require completing. Privacy statements and consent forms had already been sent to the Summer Fete stall holders and these were being duly returned. The consent forms demonstrate that we have the owner's permission to hold their contact details on our database. We will repeat this process at every relevant opportunity throughout the year e.g. for allotment holders and Christmas Fantasia stall holders.

Cyber and IT security issues were expanded on further during the meeting. Joel Baker is currently updating the office IT to Microsoft Office 365 which is almost complete. The upgrade allows us to build in greater security features so more thought can be given to how we open the system up for Councillor use of emails and general email and document management in the future. New licenses would be required for councillors. There are different ways system access can be constructed but two factor authentication will be required to help combat phishing and hacking attempts.

Joel recommended a review of the 5 office desktop PC's as some were over six years old and were very slow. More importantly they cannot be encrypted as they don't have the required trusted platform. New hardware would therefore be required. Cllr Manning explained that asset renewal funds are available for the replacement of equipment or a Guildford Borough Council Concurrent Function Grant may be available. Cllr Manning requested three quotes to allow Members to consider replacement hardware at the 14 May 2018 Council meeting.

6. Data Protection Officer

Guildford Borough Council (GBC) had offered to provide a Data Protection Officer (DPO) resource from amongst their own staff, for a fee. A further communication from Cllr Matt Furniss offered a further option to use an external company. It was agreed that the preferred option is to contribute towards a GBC officer providing the DPO role/service. The Clerk (Designate) will register the Council’s preferred option with GBC.

It was agreed that it may be necessary for the Council to find its own solution in case the preferred GBC offer is not forthcoming or is delayed. The Clerk (Designate) will investigate other possible ways of appointing a DPO.

7. Review of Policies

The draft Data Protection Policy and draft Retention and Disposal Policy had been previously circulated to Members for consideration. The Clerk advised Members that new Standing Orders had been issued by NALC covering the new Regulations and these must be approved by Full Council. These items will need Full Council approval ideally before the 25 May 2018 deadline. The next Full Council meeting is on 14 May 2018. The Clerk (Designate) will send draft copies to all councillors now so that they have time to read them before 14 May.

8. Full Council

It was agreed that the following items will be included on the Full Council agenda for the 14 May 2018 meeting for approval:

- i. Data Protection Policy 2018
- ii. Retention and Disposal Policy 2018
- iii. Revised Standing Orders 2018
- iv. Appointment of the Data Protection Officer

9. Councillor and Staff Training

A briefing paper had been produced that summarises the key points from the new Regulations. At the last meeting it was agreed that a short, mandatory training session with Councillors will be arranged. Once the Data Protection Officer is appointed, they will be asked to facilitate the Member session.

Cllr Manning advised that Guildford Borough Council was hosting a member training session on Thursday 10 May 2018 at 7pm in the Council Chamber and all Ash Parish Councillors were encouraged to attend. The Clerk (Designate) will ask all Members that had not yet attended a training session to attend.

A letter has been drafted and will be sent to all employees before 25 May 2018, explaining the Regulations, the data the Council holds on them and reminding them of potential disciplinary actions of failing to comply with data protection requirements.

10. Date of Next Meeting

The date of the next meeting is **Tuesday 8 May 2018 at 12.30pm**. This is immediately prior to the issuing of the Full Council agenda for 14 May 2018 meeting.

The meeting closed at 10.55am

Signed

Date

APPENDIX C**Ash Parish Council****Minutes of the General Data Protection Regulations Working Group
held on Tuesday 8 May 2018 at the Ash Centre
commencing at 12.30pm**

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

1. Apologies for Absence

There were no apologies for absence.

2. Declarations of Interest

There were no declarations of interest.

3. Confirmation of Minutes

The minutes of the meeting held on 25 April 2018 were agreed and signed by the Chairman.

4. Action Plan/Checklist

The action plan/checklist includes all the steps the Council's needs to take to achieve compliance with the new Regulations. Members noted the progress to date and the actions that still require completing.

Item 1 – Cllr Randall had declined the Guildford Borough Council GDPR training session on 10 May 2018, as she had already attended the training for parish councils. Cllr Gomm had also attended previous training. The Clerk (Designate) had sent a calendar invite to all councillors. Councillors Coles and Scott had given their apologies. Cllr Manning would be attending.

Item 5 – One item outstanding for consideration involves people's right to access the personal data that the Council holds on them and the format that the Council will store it in and provide it to them in.

Item 15 -Cyber and IT security issues were expanded on further during the meeting. Following a discussion at the last meeting, Joel provided a proposal for the review of the five office desktop PC's, as some were over six years old and were very slow. More importantly they could not be encrypted as they don't have the required trusted platform. Cllr Manning asked that the quotes be included on the 14 May 2018 Council agenda for consideration.

5. Data Protection Officer

Guildford Borough Council (GBC) had offered to provide a Data Protection Officer (DPO) resource from amongst their own staff, for a fee. A letter from Ciaran Ward, GBC's Information Rights Officer dated 2 May 2018 expanded on the type of provision they would offer but clarification was requested over the costs involved. The Clerk (Designate) had investigated other possible ways of appointing a DPO but the GBC offer was still preferred, subject to cost. A notification from the National Association of Local Councils dated 1 May 2018 confirmed that appointing a DPO is now longer mandatory for parish councils. It would however still be considered best practice and is preferred by Cllr Manning.

6. Review of Policies

The draft Data Protection Policy and draft Retention and Disposal Policy had been previously circulated to Members for consideration. These items will be on the next Full Council meeting agenda on 14 May 2018. The Clerk (Designate) had sent draft copies to all councillors on 30 April so that they have time to read them before 14 May. The issue of appointing a Data Protection Officer may also be resolved in time for 14 May Council. A verbal update can be added to the discussion on the draft policies.

7. Date of Next Meeting

The date of the next meeting is to be confirmed, subject to the outcome of decisions to be made at full Council on 14 May 2018 and the need for any further discussion.

The meeting closed at 1.10pm

Signed

Date

APPENDIX D

ASH PARISH COUNCIL

**Minutes of the Events Working Group
held on Wednesday 2 May 2018 at the Ash Centre
commencing at 3.00pm**

Present:

| | |
|----------------------------|---|
| Cllr John Tonks (Chairman) | ✓ |
| Cllr Nigel Manning | A |
| Cllr Mrs Marsha Moseley | A |
| Cllr Mrs Pat Scott | ✓ |
| Sarah Groom | ✓ |
| Graham Bidwell | ✓ |
| Richard Tolley | ✓ |
| Jo Packman | A |

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

Apologies for absence were received from Cllr Nigel Manning, Cllr Marsha Moseley and Cllr Pat Scott who would be arriving late.

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 March 2018 were confirmed and signed by Cllr John Tonks.

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

Sarah had researched the list of entertainments suggested by Richard at the previous meeting but sadly the Reading Scottish Pipe band and Professor Crump were unavailable. Frimley Park Radio has been asked to increase the excellent children's entertainment that they have provided previously. British Heart Foundation will have a stall and deliver occasional resuscitation demonstrations.

The stall holder letter, show schedule, booking form, consent form and privacy statement have been sent to everyone on the data base. These are being returned and people are generally agreeing for their details to be held on our database.

All the amendments to the show schedule suggested at the last meeting were included. Graham will confirm the flower sizes with Valerie Clark. The suggestion from the Camera Club, that recommends a larger sized photograph for the sunset picture to get the best from the image, was agreed.

It was agreed to adopt the 8 fun categories suggested by the organisers of the fun dog show, Chimney Farm, Hook. They have also offered to provide a judge and it was agreed that the Chairman be invited as a co-judge. The dog show organisers will be asked to supply the rosettes and to find a sponsor who we can offer a free stall to. The sponsor may be able to offer small prizes for all entries (e.g. dog food or treat.) The arena size requested by the organisers 80 x 70 foot (approx. 24 x 21 metres) seemed a little big.

St John Ambulance are booked for the event. The temporary events notice is being applied for. The fee is £21. Farnborough Rotary are kindly arranging the barbeque.

Richard Tolley will kindly contact the Hogs Back Brewery to follow up our request for supplies. The Rotary Club are happy to staff the beer tent. The Parish Council provide the cash tin and Cllr Tonks purchases the supplies. Graham had considered taking a large fridge from the kitchen and using it for the beer tent to make the chilling easier. Cllr Scott offered two additional fridges.

5. Ash in Bloom 2018 (agenda item 5)

The main sponsor is still to be confirmed. The Dover Garage has been invited. Richard will kindly follow up confirmation. Cllr Scott will ask the Co-Operative to sponsor the children's section.

The presentation evening has been confirmed as Wednesday 5 September 2018 at 7pm.

6. Brass Band Concert – 17 November 2018 (agenda item 6)

The Friary Guildford Brass Band will perform at the Ash Centre on Saturday 17 November 2018. The band has agreed to theme the event to commemorate the end of WWI. A play list will follow.

Richard confirmed the Rotary's preferred charity to benefit from the event.

7. Date of Next Meeting (agenda item 7)

The date of the next meeting is proposed as Wednesday 13 June 2018 at 3:00pm.

The meeting closed at 3:35pm

Signed

Date