

# TANGMERE PARISH COUNCIL



## Clerk to the Council

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## MEMBERS OF THE FINANCE COMMITTEE

ARE HEREBY INVITED TO A MEETING OF THE COMMITTEE TO BE HELD AT  
**7.30PM ON TUESDAY 12 FEBRUARY 2019 IN THE COMMITTEE ROOM,**  
TANGMERE VILLAGE CENTRE, MALCOLM ROAD, TANGMERE.

ALL MEMBERS OF THE PUBLIC HAVE A RIGHT, AND ARE WELCOME, TO ATTEND.

Parish Clerk

7 February 2019

## AGENDA

### 1. Apologies

To receive apologies for absence

### 2. Declarations of Interest

To receive from Members any declarations of disclosable pecuniary and non-pecuniary interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Tangmere Members' Code of Conduct.

### 3. Public participation

Members of the public present may make representations or raise questions on issues included on the agenda. This session to be conducted in accordance with Standing Order 3 e to 3 k.

### 4. Minutes

To approve as an accurate record the minutes of the meeting held on 13 December 2018.

### 5. Action Points

To note the action points from previous meetings and to hear updates on progress against those action points (summary of Action Points attached).

### 6. Finance:

- To authorise payments made between 1 December 2018 & 31 January 2019 and to note receipts in the same period. (papers to be tabled at the meeting);
- To receive and note bank reconciliations as at 31 January 2019 (reconciliations to be tabled at the meeting);
- To consider a budget monitoring report for the financial year to 31 January 2019 (the report will be tabled at the meeting).)
- To consider the balance sheet as at 31 January 2019 (to be tabled at the meeting).

**7. Action Plan to Address Internal Audit Report Findings**

To consider an action plan to be tabled at the meeting.

**8. Multi Media Project**

To consider final quotations (circulated separately as confidential supporting papers) for the multi media project for the Village Centre. The quotations exceed the sum budgeted for the project and Members are asked to consider how to deal with this potential overspend.

**9. Applying for a .gov.uk Domain Name**

To consider the process necessary to apply for a .gov.uk domain name (information can be found at <https://www.gov.uk/government/publications/naming-and-registering-government-websites/local-government-naming-and-registering-websites#apply-for-a-govuk-name> but the Clerk will report orally.

**10. GDPR Action Plan**

To consider the action plan from the NALC GDPR toolkit - the action plan is attached for the information of Members and the full GDPR tool kit may be found at:

<https://www.nalc.gov.uk/library/members-library/toolkits/gdpr-toolkit/2643-national-association-of-local-councils-general-data-protection-regulation-february-2018>

Log-in details to enable Councillors to access this document will be circulated separately.

**11. Resurfacing of the Village Centre Car Park**

To consider and agree the tender process for works to the Village Centre car park

**12. Any other matters for information only**

**13. Date of next meeting: Tuesday 9 April 2019**

# TANGMERE PARISH COUNCIL



## Minutes of the Finance Committee Meeting held at 7.30pm on 13 December 2018 in the Committee Room

**Present:** Councillors- Andrew Irwin (Chairman), Kate Beach and Simon Oakley

**In attendance:**  
Louise Steele – Clerk to the Council

No.		ACTION
208	<b>AGENDA ITEM 1 - APOLOGIES</b> Apologies were received from Cllr Birkett	
209	<b>AGENDA ITEM 2 - DECLARATIONS OF INTEREST</b> Cllr Oakley declared non pecuniary interests, in general terms, as a member of Chichester District Council and as a member of West Sussex County Council.	
210	<b>AGENDA ITEM 3 – PUBLIC PARTICIPATION</b> There was none.	
211	<b>AGENDA ITEM 4 - MINUTES</b> The minutes of the meeting held on 16 October 2018 were agreed as an accurate record of the meeting and signed as such by the Chairman	
212	<b>AGENDA ITEM 5 - ACTION POINTS</b> A brief update was given on progress to date on the action points in the previous minutes. The Clerk was asked to add an action point to seek advice from SALC about establishing ownership of unregistered land or making a claim to such land if unowned with reference to land at Bishop's Road.  <b>AP 65 Seek legal advice from SALC about establishing ownership of unregistered land or making a claim to such land if unowned</b>	Clerk
213	<b>AGENDA ITEM 6 - INTERIM INTERNAL AUDIT 2018/19</b> Members received the interim internal audit for the current financial year and a requested a full action plan to address the finding of the report to be presented to the next meeting of the Committee.  <b>AP 66 Prepare action plan to address internal audit report findings</b>	Clerk
214	<b>AGENDA ITEM 7 – FINANCE</b> Payments totalling £17,676.74 made between 1 & 31 October 2018 and £6,30.41 made between 1 & 30 November from the Parish Council account were authorised as were payments totalling £1,918.50 and £3,694.15 made from the Village Centre account in the same periods. The schedules of payments are attached to the record minutes.  The following bank account balances as at 30 November 2018 were reported:	

	<p><b>Parish Council</b></p> <p>Business High Interest    £165,235.04 Current                            £500.00</p> <p><b>Village Centre</b></p> <p>Business Instant Access   £18,610.13 Business                        £536.53</p> <p>Bank reconciliation statements for both cashbooks (Parish Council and Village Centre) as at 30 November 2018 were received and noted.</p> <p>A budget monitoring report for the financial year to 30 November 2018 was received.</p> <p>The balance sheet as at 30 November 2018 was also received.</p>	
<b>215</b>	<p><b>AGENDA ITEM 8 – YOUTH WORKER</b></p> <p>Members considered a proposal from Sussex Clubs for Young People Ltd about the provision of staff to support youth work in Tangmere. Members agreed that the parish council could not accept the proposal; the council will continue to put £2,000 a year aside for youth work and will contact registered social landlords in the village to see if they will provide revenue support towards the proposal. Also the possibility of CDC expanding its warden activities to include the youth club will be explored.</p> <p><b>AP 67 Contact RSLs to explore whether they will provide revenue support towards youth work in the village.</b></p>	<b>Clerk</b>
<b>216</b>	<p><b>AGENDA ITEM 9 – PRECEPT 2019/20</b></p> <p>Members considered the draft budget for 2019/20 and agreed to recommend to Full Council that it set a precept of £70,000 for the financial year 2019/20. This represents an increase of £10,000 over the previous financial year.</p>	
<b>217</b>	<p><b>AGENDA ITEM 10- ANY OTHER MATTERS FOR INFORMATION ONLY</b></p> <p>The Clerk reported the receipt of a risk assessment of the cricket pitch from Labosport.</p>	

**Date of next meeting:**

Tuesday 12 February 2019

**Chairman:**

**Date:**

## Tangmere Parish Council – Action Points 2018/19

No	Meeting/Date/Minute	What?	By whom?	Comments/Progress	Target Completion Date	Actual Completion Date
AP22	Fin/19 June/63-18	Explore a .gov.uk domain name and parish council email address for all Councillors	Clerk	On the agenda for this meeting	14 Aug 18	
AP23	Fin/19 June/64-18	Include a report on progress to ensure compliance with GDPR on the agenda for Full Council on 6 September 2018	Clerk	On the agenda for this meeting.	6 Sep 18	
AP37	Fin/14 Aug/103	Locum Clerk to “tidy up” the Operation Watershed balance.	Clerk	Clerk to report orally	16 Oct 18	
AP50	Fin/16 Oct/159	Initiate the 2018 NHB Projects	Clerk	Trees ordered 1 Nov 2018 and planted Dec 2018; SIDs still outstanding; Multi Media Project on the agenda for this meeting	ASAP	
AP52	Fin/16 Oct/161	Apply to Operation Watershed for funding for installation of a soakaway at Cheshire Crescent/Mannock Road	Clerk	Application completed 31 Oct 18 & funds granted	ASAP	31 Oct 18
AP65	Fin/13 Dec/212	Seek legal advice from SALC about establishing ownership of unregistered land or making a claim to such land if unowned	Clerk	Advice obtained – clerk to update orally	ASAP	
AP66	Fin/13 Dec/213	Prepare action plan to address internal audit report findings	Clerk	On the agenda for this meeting	12 Feb 19	
AP67	Fin/13 Dec/215	Contact RSLs to explore whether they will provide revenue support towards youth work in the village.	Clerk	Action outstanding	ASAP	

## GDPR ACTION PLAN

1.	<p><b>Raise awareness</b> – Councillors, staff, and volunteers, should be made aware that the law is changing. Ensure they undergo training, and that records are kept. They need to know enough to make good decisions about what you need to do to implement the GDPR.</p> <p><b>Decide who will be responsible for the council's compliance with data protection law</b> – All councillors, staff, committees and sub- committees are expected to apply data protection legislation in their work. If you appoint a DPO, they should have access to full council and relevant staff, committees and sub-committees. Even if you do not appoint a DPO, it is helpful to designate one person responsible for co-ordinating compliance with the law and to coordinate efforts in the event of a subject access request or a data security breach.</p>
2.	<p><b>Data Audit</b> – If you do not know what personal data you hold and where it came from you will need to organise an audit to find out. This means reviewing personal data held in respect of staff and volunteers, people using council facilities or services, councillors, contractors, residents, and more. You should document your findings because you must keep records of your processing activities. You should also record if you share data with any third parties. See <a href="#">Error! Reference source not found.</a></p>
3.	<p><b>Identify and document your 'lawful basis' for processing data</b> – To legally process data under the GDPR you must have a 'lawful basis' to do so. For example it is a lawful basis to process personal data to deliver a contract you have with an individual. There are a number of different criteria that give you lawful basis to process and different lawful basis give different rights to individuals.</p>
4.	<p><b>Check your processes meet individuals' new rights</b> – The GDPR will give people more rights over their data. For example, the GDPR gives individuals the right to have personal data deleted. Would you be able to find the data and who would be responsible for making sure that happened? Ensure you have the systems in place to be able to deliver the 8 rights.</p> <p><b>Know how you will deal with 'subject access requests'</b> – Individuals have the right to know what data you hold on them, why the data is being processed and whether it will be given to any third party. They have the right to be given this information in a permanent form (hard copy). This is known as a 'subject access request' or "SAR". You need to be able to identify a SAR, find all the relevant data and comply within one month of receipt of the request. Under the GDPR the time limit for responding to SARs is reduced from 40 days to one calendar month and the £10 fee is abolished.</p>
5.	<p><b>Review how you get consent to use personal data</b> – If you rely on consent as your lawful basis for processing personal data, then you need to review how you seek and manage consent. Under the GDPR consent must be freely given, specific and easily withdrawn. You can't rely on pre-ticked boxes, silence or inactivity to gain consent instead people must positively opt-in. See our consent language in <a href="#">Error! Reference source not found.</a></p>
6.	<p><b>Update your Policies &amp; Notices</b> – Have clear, practical policies and procedures for staff to follow, and monitor their operation.</p> <p><b>Privacy Notices</b> - You must tell people in a concise, easy to understand way how you use their data. You may well already have privacy notices but they will all need to be updated. Under the GDPR privacy notices must give additional information such as how long you will keep data for and what lawful basis you have to process data. See <a href="#">Error! Reference source not found.</a></p> <p><b>Data Retention &amp; Disposal</b> – Ensure you update your data retention policy and inform all data subjects how long you will retain data. When disposing of records and equipment, make sure personal data cannot be retrieved from them.</p> <p><b>Websites</b> – Control access to any restricted area. Make sure you are allowed to publish personal data (including images) on website/social media.</p> <p><b>Data sharing</b> – Be sure you are allowed to share personal data with others and make sure it is kept secure when shared.</p> <p><b>CCTV</b> – Inform people what it is used for and review retention periods. Ensure you have the correct signage on display and a suitable policy in place.</p> <p><b>Training</b> – Train staff on the basics of personal data security, where the law and good practice need to be considered, and know where to turn for advice.</p>
7.	<p><b>Build in extra protection for children</b> – The GDPR says children under 16 cannot give consent, however the DPA 2018 has amended this in the UK to 13. If a child is under 13 years of age you</p>

	will have to obtain consent from a parent or guardian. You will need to be able to verify that person giving consent on behalf of a child is allowed to do so. Privacy notices should be written in language that children can understand.		
8.	<p><b>Update your contracts to deal with processing by others</b> – Recognise when others are processing personal data for the council and make sure they do it securely. You will need to ensure your contracts are updated to include the GDPR required clauses and put in place an audit programme to supervise them. Consider also how you select suppliers. There must be a written contract which imposes these obligations on processors:</p> <table border="1"> <tr> <td> <ol style="list-style-type: none"> <li>1. Follow instructions of the controller.</li> <li>2. Ensure their personnel are under a duty of confidence.</li> <li>3. Keep the personal data secure.</li> <li>4. Allow the controller to consent to sub-contractors.</li> <li>5. Flow down obligations to sub-contractors (but remain responsible for actions of the sub-contractor(s)).</li> <li>6. Assist the controller when individuals exercise their rights to access, rectify, erase or object to processing of data.</li> </ol> </td><td> <ol style="list-style-type: none"> <li>7. Assist the controller with privacy impact assessments.</li> <li>8. Assist the controller with security and data breach obligations and notify the controller of any personal data breach.</li> <li>9. Return or delete data at the end of the agreement (but can keep a copy).</li> <li>10. Demonstrate compliance with these obligations and submit to audits.</li> <li>11. Inform the controller if their instructions would breach the law.</li> </ol> </td></tr> </table>	<ol style="list-style-type: none"> <li>1. Follow instructions of the controller.</li> <li>2. Ensure their personnel are under a duty of confidence.</li> <li>3. Keep the personal data secure.</li> <li>4. Allow the controller to consent to sub-contractors.</li> <li>5. Flow down obligations to sub-contractors (but remain responsible for actions of the sub-contractor(s)).</li> <li>6. Assist the controller when individuals exercise their rights to access, rectify, erase or object to processing of data.</li> </ol>	<ol style="list-style-type: none"> <li>7. Assist the controller with privacy impact assessments.</li> <li>8. Assist the controller with security and data breach obligations and notify the controller of any personal data breach.</li> <li>9. Return or delete data at the end of the agreement (but can keep a copy).</li> <li>10. Demonstrate compliance with these obligations and submit to audits.</li> <li>11. Inform the controller if their instructions would breach the law.</li> </ol>
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9.	<p><b>Personal Data Breaches - Get ready to detect report and investigate these</b> - A data breach is a breach of security leading to 'accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data'. You will need to have the right procedures in place to detect, investigate and report a breach. The GDPR introduces a duty to report certain types of data breaches to the ICO and in some cases to the individuals concerned. You need to be able to demonstrate that you have appropriate security, technical and organisational measures in place to protect against a breach. If there is no risk of harm to an individual (for example because some low risk data has been inadvertently released or made public such as an email address) then this type of breach would not need to be reported. Unauthorised access to data that could be used to steal someone's identity such as their banking data must be reported.</p> <ul style="list-style-type: none"> <li>▪ The DPO or designated data protection compliance officer should be involved after the council becomes aware of a data breach.</li> <li>▪ Councillors, staff, contractors and the council's data processors should be briefed on personal data breach avoidance, and on what to do in the event that a breach occurs.</li> <li>▪ Examples of personal data breaches and steps to avoid them include: <ul style="list-style-type: none"> <li>- Emails and attachments being sent to the wrong person, or several people – it is easy to click the wrong recipient. Slow down, check thoroughly before clicking 'send'.</li> <li>- The wrong people being copied in to emails and attachments. – Use BCC (Blind Carbon Copy) where necessary.</li> <li>- Lost memory sticks which contain unencrypted personal data – The council should put protocols in place for memory stick usage</li> <li>- Malware (IT) attach – ensure up to date anti-virus software is in place.</li> <li>- Equipment theft – check security provisions.</li> <li>- Loss of personal data which is unencrypted</li> </ul> </li> </ul>		
10.	<p><b>Build data protection into your new projects</b> - Privacy by design means building data protection into all your new projects and services. It has always been good practice, but the GDPR makes privacy by design an express legal requirement. To achieve this, data protection impact assessments should be undertaken where new technology is being deployed, where profiling may significantly affect individuals or sensitive categories of data will be processed on a large scale. Clarify who will be responsible for carrying out impact assessments, when you will use them and how to record them. See our DPIA assessment checklist in <a href="#">Error! Reference source not found.</a></p>		
11.	<p><b>Consider if you need to appoint a Data Protection Officer.</b> See <a href="#">Error! Reference source not found.</a></p>		