

**HORLEY TOWN COUNCIL**  
**Finance & General Purposes Committee**

Minutes of a Meeting of the above-named Committee held at the Town Council  
Offices, Albert Road, Horley on Tuesday 1 May 2018, at 7.30 pm

**Present:** Cllrs Samantha Marshall – Chairman  
J Baird  
R Biggs  
K Etheridge  
M George  
V Marshall  
R Olliver  
H Randall

**In attendance:** Joan Walsh – Town Clerk  
C Fenton – Head of Leisure & Deputy Clerk  
Alan Jones - Consultant

**F 4174 Apologies and Reasons for Absence**

***RESOLVED: that the apologies of Cllrs Baker, H Kitajewski and Mabbett be accepted, for reasons as specified in the Attendance Register.***

**F 4175 Disclosable Pecuniary Interests and Non-Pecuniary Interests**

There were no Declarations of Interest in relation to any items included on this agenda.

***RESOLVED: noted.***

**F 4176 Public Forum**

No members of the public were present.

***RESOLVED: noted.***

**F 4177 Approval of Minutes  
Finance & General Purposes Committee, 13 March 2018**

The minutes of the above meeting of the Finance & General Purposes Committee were presented for confirmation by Committee members and signature by the Committee Chairman.

***RESOLVED: that the minutes of the above meeting of the Finance & General Purposes Committee, including all confidential items, be approved.***

**F 4178 Safe Drive Stay Alive (SDSA) – Surrey**

The Head of Leisure advised that Mark Taylor from the Surrey Fire & Rescue Service had acknowledged receipt of the Town Council's donation of £100 and had added that representatives from the Town Council would be invited to the SDSA performance in November.

**RESOLVED: noted.**

**Audit Matters**

**F 4179** It was noted that, during the Councillor's Audit, it had become apparent that payment vouchers for some regular direct debits were not available to audit, although the payments themselves were being made on a regular basis, as usual. This would be rectified by Town Council Staff.

**RESOLVED: that the Councillors' Audit Certificate for February & March 2018 and Clerk's responses, where applicable, be received. (A copy is appended.)**

**F 4180** Members reviewed the draft Annual Return, which showed potential balances of approximately £407,000 and a General Fund (excluding earmarked) of just over £226,000. After discussion, the following was recommended, for consideration by Full Council:

**RECOMMEND: that the following transfers to Earmarked Funds be recommended for consideration by Full Council:**

- i) a transfer of £25,000 to the Playgrounds fund**
- ii) a transfer of £25,000 to the Café in the Park fund**
- iii) a transfer of £5,500 (unspent in 2017/2018) to the tree surgery budget.**

**F 4181** The Clerk advised that new external auditor PKF Littlejohn LLP had suggested that the dates for the period for the exercise of public rights (to view accounts etc) be agreed as 4 June – 13 July 2018.

**RESOLVED: noted.**

**F 4182 Financial Reports for February 2018**

**RESOLVED: that the following reports, as appended to these minutes, be approved:**

- i) Bank Reconciliations**
- ii) Receipts List totalling £3,951.58 (No VAT)**
- iii) Payments List totalling £11,973.82 plus VAT (£12,348.32)**

**F 4183 Financial Reports for March 2018**

**RESOLVED: that the following reports, as appended to these minutes, be approved:**

- i) Bank Reconciliations**
- ii) Receipts List totalling £2,917.42 (No VAT)  
(Includes VAT refund from HMRC of £9,076.23)**
- iii) Payments List totalling £26,251.77 plus VAT (£29,075.82)**
- iv) Summary of Receipts and Payments compared with Estimates.**

**F 4184 Acceptance of Card Payments**

Members considered a proposal, put to members by Alan Jones, for using an alternative, less expensive provider for accepting card payments (full details appended). After some discussion, the following was resolved:

**RESOLVED: that subject to the approval of the Internal Auditor, the provider Sumup be used to accept card payments for a trial one month period. (If successful, to cease using Global Payments after the trial period.)**

**F 4185 Communications**

Cllr Baird updated members on the earlier meeting of the Communications Sub-Committee, where there had been much discussion on GDPR and the impact on newsletter distribution, website directory listings etc.

**RESOLVED: noted.**

**F 4186 General Data Protection Regulations (GDPR)**

Members considered progress made to date (a paper prepared by Alan Jones is appended). Cllr Olliver stressed that it was not a requirement for all steps towards GDPR compliance to have been completed by 25 May, provided an Action Plan was in place for the Town Council. It was noted that, despite some conflicting advice recently received, Sussex and Surrey ALC still regarded it as more than good practice for a Council to appoint a Data Protection Officer (DPO), to ensure that it was acting lawfully. Alan Jones explained that he would be prepared to offer his services as DPO for a twelve-month period.

**RECOMMEND: that Consultant Alan Jones be appointed as Data Protection Officer for Horley Town Council for a twelve-month period, the recommendation to be considered by Full Council.**

**F 4187 Community Infrastructure Levy (CIL)**

The Clerk advised that £2, 537.97 had been received from the Borough Council in April.

**F 4187)** *RESOLVED: noted.*

**Surrey Association of Local Councils (Surrey ALC), Sussex & Surrey Associations of Local Councils (SSALC) & National Association of Local Councils (NALC)**

**F 4188** Cllr Olliver advised that he had recently attended a Board Meeting of Surrey ALC Ltd, where two new Directors had been appointed and mainly GDPR related matters had been discussed. (Minutes already circulated to members.)

*RESOLVED: noted.*

**F 4189** The Clerk advised that updated Model Standing Orders had been published by NALC and would be considered by the Standing Orders Sub-Committee in due course.

*RESOLVED: noted.*

**F 4190** Receipt was noted of the invoice for the Town Council's subscriptions to Surrey ALC and NALC (Surrey ALC: £1,650 {capped}, NALC: £1,267.11).

*RESOLVED: noted*

**F 4191** Receipt was noted of the Surrey ALC Bi-Monthly Bulletin (already circulated), where the Town Council's Council Spotlight article had been highlighted.

*RESOLVED: noted.*

**F 4192** The Head of Leisure referred to information received from NALC, regarding a letter sent by Central Government to billing authorities, urging them to re-consider passing on local Council Tax Support Funding to parish & town councils. Members were reminded that that the amount of Council Tax Support Grant paid by the Borough to the Town Council been diminishing and would cease in the next Financial Year.

*RESOLVED: noted.*

**F 4193** **Town Meeting, 27 April 2018**

Members reviewed the recent Town Meeting, which some felt had been less well attended and less lively than some years. Members had been pleased to see the Town Award for Roy Martin being accepted by his son and thanks were recorded to Roger Leonard for his enthusiastic and informed presentation on the work of the Kent Surrey & Sussex Air Ambulance Trust. (£600 cheque presented from the Mayor's Charity.) The Head of Leisure suggested that the meeting may have been less well attended due to the closeness of the Residents' Forum, held a few days earlier and it was agreed to bear that in mind for future years.

F 4193) **RESOLVED: noted.**

Innes Pavilion Works

F 4194 **RESOLVED: that the quotations from the JPEC Group for the total sum of £1,126 .20 plus VAT for the meter box replacement and electrical test & inspection be approved, subject to assurance being sought regarding the vandal resistance of the meter box.**

F 4195 **RESOLVED: that the quotation of £305 from Energy Assess UK Ltd for the necessary assessment and production of Energy Performance Certificate (EPC) be approved.**

F 4196 It was noted that the external lighting at the Pavilion had recently been replaced with led equivalents.

**RESOLVED: noted.**

F 4197 **Horley Edmonds Community Fund**

The Clerk advised that a meeting with the Director of Grants & Impact for the Community Foundation for Surrey was to take place at the Town Council Offices on 15 May.

**RESOLVED: noted.**

F 4198 **Diary Dates**

**RESOLVED: that upcoming events be noted, in particular the Flower festival at St Bart's Church (over May Bank Holiday weekend) and the Annual Meeting on 15 May.**

**Urgent Business for Inclusion on Future Agenda**

F 4199 **RESOLVED: that reports of daytime drug taking around the skate park be investigated and a report made to the next meeting of the Leisure Committee.**

F 4200 **RESOLVED: that the provision of a microphone system for Council meetings be considered at a future meeting.**

Prior to the close of the meeting, the Committee Chairman recorded her thanks to members for their support throughout the year. In return, thanks were recorded for the diligent work undertaken by the Committee Chairman & Vice-Chairman.

**Meeting Closed at 8.44 pm. Date of Next Meeting: 12 June 2018**

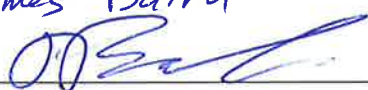


# HORLEY TOWN COUNCIL

## Councillors' Audit Certificate

This is to certify that we have today conducted the necessary checks for the month(s):

**February and March 2018**

We consider that the accounts have/have not been properly maintained during the period in question.

Observations (Councillors)	Clerk's action
Payment Vouchers Seen InTouch CRM (552 & 528)	
ZenInternet (596), Adobe (632) & Microsoft Office 365 (576, 633 & 634)	Noted + need to research + acquire from online accounts.
All Missing. Satisfied these are all regular transactions, but vouchers to be added to Site.	
Name: James Baird Signature: 	Signature: 
Name: Henry Randall Signature: 	
Date: 30 - Apr - 18	Date 30/4/18

## Horley Town Council

<b>Bank Reconciliation at 28/02/2018</b>			
	Cash in Hand 01/04/2017		372,905.32
	<b>ADD</b>		
	Receipts 01/04/2017 - 28/02/2018		512,315.49
	<b>SUBTRACT</b>		
	Payments 01/04/2017 - 28/02/2018		449,103.75
<b>A</b>	<b>Cash in Hand 28/02/2018</b> (per Cash Book)		<b>436,117.06</b>
	Cash in hand per Bank Statements		
	Cash 28/02/2018	150.00	
	HSBC Current 28/02/2018	34,712.10	
	HSBC Deposit 28/02/2018	836.24	
	HSBC Payroll 28/02/2018	6,605.09	
	Barclays 10 Day 28/02/2018	0.00	
	Nationwide Intl 28/02/2018	22,066.35	
	Barclays Direct Access 28/02/2018	383.11	
	FairFX Bank Debit Card 28/02/2018	613.66	
	Handelsbanken 28/02/2018	370,750.51	
			<b>436,117.06</b>
	Less unrepresented cheques As attached		0.00
			436,117.06
	Plus unrepresented receipts As attached		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>436,117.06</b>
	<b>A = B Checks out OK</b>		

FEBRUARY 2018

4 April 2018 (2017-2018)

**Horley Town Council  
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
318 Football Pitches	01/02/2018		HSBC Current		Football pitch hire	Horley Town FC	Z	122.86	0.00	122.86
319 Football Pitches	01/02/2018		HSBC Current		Football pitch hire	RH123 FC	Z	93.84	0.00	93.84
320 Football Pitches	01/02/2018		HSBC Current		Football pitch hire	Horley AFC	Z	350.52	0.00	350.52
321 Photocopying	01/02/2018		HSBC Current		Photocopying - copies	Carol Cavanagh (Rose)	Z	10.00	0.00	10.00
322 Church Rd Allotments	02/02/2018		HSBC Current		Allotment Rent	Various	Z	50.00	0.00	50.00
323 Event Income	02/02/2018		HSBC Current		Banner Display	YMCA Reigate & Redhill	Z	20.00	0.00	20.00
324 Edmonds Hall Deposits	02/02/2018		HSBC Current		Hall Hire Fee	Yoga - Charlotte Huggins	Z	50.00	0.00	50.00
325 Church Rd Allotments	05/02/2018		HSBC Current		Allotment Rent	Various	Z	30.00	0.00	30.00
326 Innes Pavilion	05/02/2018		HSBC Current		Innes Pavilion Hire Fee	Kickboxing - S Reynolds	E	750.00	0.00	750.00
327 Event Income	05/02/2018		HSBC Current		Horley Recreation Ground - Ba	Kickboxing - S Reynolds	E	40.00	0.00	40.00
328 Utilities	05/02/2018		HSBC Current		Electricity supply	Kickboxing - S Reynolds	Z	100.00	0.00	100.00
329 Edmonds Hall	05/02/2018		HSBC Current		Hall Hire Fee	Pointe School of Dance	E	170.00	0.00	170.00
330 Football Pitches	08/02/2018		HSBC Current		Football pitch hire	Horley Town FC U17's	E	38.00	0.00	38.00
331 Event Income	08/02/2018		HSBC Current		Banner Display	East Surrey Operatic Society	E	40.00	0.00	40.00
332 Church Rd Allotments	09/02/2018		HSBC Current		Allotment Rent	Various	E	30.00	0.00	30.00
333 Edmonds Hall	12/02/2018		HSBC Current		Hall Hire Fee	Pilates - Kathy Gerrard	E	92.00	0.00	92.00
334 Football Pitches	12/02/2018		HSBC Current		Football pitch hire	Reigate Old Boys FC	E	112.41	0.00	112.41
335 Football Pitches	12/02/2018		HSBC Current		Football pitch hire	Reigate Old Boys FC	E	112.41	0.00	112.41
336 Church Rd Allotments	13/02/2018		HSBC Current		Allotment Rent	Various	E	50.00	0.00	50.00
337 Football Pitches	13/02/2018		HSBC Current		Football pitch hire	RH123 FC	E	132.14	0.00	132.14
338 Church Rd Allotments	15/02/2018		HSBC Current		Allotment Rent	Various	E	180.00	0.00	180.00
339 Church Rd Allotments	15/02/2018		HSBC Current		Allotment Rent	Various	E	30.00	0.00	30.00
340 Church Rd Allotments	15/02/2018		HSBC Current		Allotment Rent	Various	E	230.00	0.00	230.00
341 Edmonds Hall	15/02/2018		HSBC Current		Hall Hire Fee	Art Class	E	164.00	0.00	164.00
342 Edmonds Hall	15/02/2018		HSBC Current		Hall Hire Fee	Various	E	65.00	0.00	65.00
343 Edmonds Hall	15/02/2018		HSBC Current		Hall Hire Fee	RCCG Church	E	319.00	0.00	319.00
344 Edmonds Hall	15/02/2018		HSBC Current		Hall Hire Fee	Wardrobe Wizards	E	210.00	0.00	210.00
345 Event Income	15/02/2018		HSBC Current		Banner Display	Horley Local History Society	E	10.00	0.00	10.00
346 Edmonds Hall	19/02/2018		HSBC Current		Hall Hire Fee	Yoga - Charlotte Huggins	E	100.00	0.00	100.00
347 Church Rd Allotments	23/02/2018		HSBC Current		Allotment Rent	Various	E	50.00	0.00	50.00
348 Church Rd Allotments	23/02/2018		HSBC Current		Allotment Rent	Various	E	50.00	0.00	50.00
349 Church Rd Allotments	27/02/2018		HSBC Current		Allotment Rent	Various	E	50.00	0.00	50.00
350 Bank Interest	28/02/2018		Handelsbanken		Bank interest	HANDELSBANKEN	E	99.40	0.00	99.40
<b>Total</b>								<b>3,951.58</b>	<b>0.00</b>	<b>3,951.58</b>



**Horley Town Council  
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
552 Newsletter	01/02/2018		HSBC Current	DD	Newsletter	In Touch CRM (Eazy Collect)	S	19.00	3.80	22.80
553 Photocopying	05/02/2018		HSBC Current		Photocopying	PEAC (UK) Ltd	S	519.00	103.80	622.80
554 Communications	08/02/2018		HSBC Current		Telephone charges	BT	S	278.40	55.68	334.08
555 CCTV Broadband Connection	08/02/2018		HSBC Current	DD	CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
556 Maintenance Contracts	08/02/2018		HSBC Current		Maintenance Agreement	British Gas Commercial	S	58.45	11.69	70.14
557 CCTV Broadband Connection	12/02/2018		HSBC Current	DD	CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
558 Bank charges	13/02/2018		HSBC Current		Bank charges - all HSBC accou	HSBC	Z	28.40	0.00	28.40
559 Bank charges	16/02/2018		HSBC Current		Bank charge - debit card mach	Global Payments	Z	58.86	0.00	58.86
560 CCTV Broadband Connection	19/02/2018		HSBC Current	DD	CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
561 Cleaning of hall and office	20/02/2018		HSBC Current		Cleaning	Asbit	S	182.10	36.42	218.52
562 Cleaning of hall and office	20/02/2018		HSBC Current		Cleaning	Asbit	S	160.60	32.12	192.72
563 Cleaning of hall and office	20/02/2018		HSBC Current		Cleaning	Asbit	S	175.82	35.16	210.98
564 Buildings	20/02/2018		HSBC Current		Innes Pavilion Refurishment	Precision Electrical	Z	1,150.00	0.00	1,150.00
565 Fire Equipment & H & S	20/02/2018		HSBC Current		Fire Extinguisher Maintenance	Fireline Ltd	X	282.24	55.15	337.39
566 Buildings	20/02/2018		HSBC Current		Fire Extinguisher Maintenance	Fire Protection Services Ltd	S	50.00	10.00	60.00
567 Football pitches/Grounds	20/02/2018		HSBC Current		Football Keyholder	Kickboxing - S Reynolds	E	175.00	0.00	175.00
568 Security Patrols	20/02/2018		HSBC Current		Security Guard Patrol	SmartGuard Security	S	534.00	106.80	640.80
569 Legal and professional fees	20/02/2018		HSBC Current		Consultancy	LG Business Consultation	E	1,454.80	0.00	1,454.80
570 IT	22/02/2018		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	217.50	43.50	261.00
571 Utilities	23/02/2018		HSBC Current		Gas supply	British Gas	E	254.95	0.00	254.95
572 Utilities	26/02/2018		HSBC Current		Gas supply	British Gas	S	166.67	33.33	200.00
573 IT	09/02/2018		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	Z	10.95	0.00	10.95
574 Edmonds Hall	09/02/2018		FairFX Bank Debit Car		Small Claims Action	Money Claim Online	Z	25.00	0.00	25.00
575 Fire Equipment & H & S	27/02/2018		FairFX Bank Debit Car		Thermometer	Electronic Temperature Instr	S	55.00	11.00	66.00
576 IT	08/02/2018		FairFX Bank Debit Car		Office 365 Licence	Microsoft	Z	115.40	0.00	115.40
577 Net Salaries	28/02/2018		HSBC Payroll		Salaries	Horley Town Council	Z	5,741.41	0.00	5,741.41
<b>Total</b>							<b>11,793.82</b>		<b>554.50</b>	<b>12,348.32</b>

### Horley Town Council

<b>Bank Reconciliation at 31/03/2018</b>			
	Cash in Hand 01/04/2017		
			372,905.32
	<b>ADD</b>		
	Receipts 01/04/2017 - 31/03/2018		515,338.97
			888,244.29
	<b>SUBTRACT</b>		
	Payments 01/04/2017 - 31/03/2018		478,179.57
<b>A</b>	<b>Cash in Hand 31/03/2018</b> (per Cash Book)		<b>410,064.72</b>
	Cash in hand per Bank Statements		
	Cash 31/03/2018	150.00	
	HSBC Current 31/03/2018	40,502.69	
	HSBC Deposit 31/03/2018	836.39	
	HSBC Payroll 31/03/2018	8,877.53	
	Barclays 10 Day 31/03/2018	0.00	
	Nationwide Intl 31/03/2018	22,066.35	
	Barclays Direct Access 31/03/2018	383.23	
	FairFX Bank Debit Card 31/03/2018	1,392.08	
	Handelsbanken 31/03/2018	335,856.45	
			<b>410,064.72</b>
	Less unrepresented cheques As attached		0.00
			410,064.72
	Plus unrepresented receipts As attached		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>410,064.72</b>
	<b>A = B Checks out OK</b>		

MARCH 2018

9 April 2018 (2017-2018)

**Horley Town Council  
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
351	01/03/2018		HSBC Current		Football pitch hire	Border Wanderers FC	E	93.84	0.00	93.84
352	01/03/2018		HSBC Current		Football pitch hire	Horley Amateur FC	E	350.52	0.00	350.52
353	01/03/2018		HSBC Current		Football pitch hire	Horley Town FC	Z	122.86	0.00	122.86
354	05/03/2018		HSBC Current		Allotment Rent	Various	E	50.00	0.00	50.00
355	09/03/2018		HSBC Current		Banner Display	Various	E	80.00	0.00	80.00
356	12/03/2018		HSBC Current		Football pitch hire	Reigate Old Boys FC	E	112.41	0.00	112.41
357	12/03/2018		HSBC Current		Football pitch hire	RH123 FC	E	132.14	0.00	132.14
358	12/03/2018		HSBC Current		Banner Display	Various	E	20.00	0.00	20.00
359	13/03/2018		HSBC Current		Innes Pavilion Hire Fee	Kickboxing - S Reynolds	E	771.00	0.00	771.00
360	13/03/2018		HSBC Current		Horley Recreation Ground - Ba	Kickboxing - S Reynolds	E	40.00	0.00	40.00
361	13/03/2018		HSBC Current		Electricity supply	Kickboxing - S Reynolds	Z	100.00	0.00	100.00
362	19/03/2018		HSBC Current		Allotment Rent	Various	E	50.00	0.00	50.00
363	21/03/2018		HSBC Current		Hall Hire Fee	Wardrobe Wizards	E	175.00	0.00	175.00
364	21/03/2018		HSBC Current		Hall Hire Fee	Art Class	E	164.00	0.00	164.00
365	21/03/2018		HSBC Current		Hall Hire Fee	RCCG Church	E	319.00	0.00	319.00
366	21/03/2018		HSBC Current		Hall Hire Fee	Various	E	80.00	0.00	80.00
367	21/03/2018		HSBC Current		Hall Hire Fee	Silver Moon Dancing	E	80.00	0.00	80.00
368	21/03/2018		HSBC Current		Allotment Rent	Various	E	50.00	0.00	50.00
369	21/03/2018		HSBC Current		Market Income	Various	E	40.00	0.00	40.00
370	21/03/2018		HSBC Current		Fire Extinguisher Maintenance	Fireline Ltd	E	6.50	0.00	6.50
371	28/03/2018		HSBC Current		Banner Display	Various	E	20.00	0.00	20.00
372	29/03/2018		HSBC Current		Banner Display	K Tickner	E	60.00	0.00	60.00
373	02/03/2018		HSBC Deposit		Bank interest	HSBC	E	0.15	0.00	0.15
<b>Total</b>									<b>0.00</b>	<b>2,917.42</b>

MARCH 2018

9 April 2018 (2017-2018)

**Horley Town Council  
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
578	01/03/2018		HSBC Current	DD	Newsletter	In Touch CRM (Eazy Collect)	S	19.00	3.80	22.80
579	05/03/2018		HSBC Current		Gas supply	British Gas	S	594.03	118.80	712.83
580	05/03/2018		HSBC Current		Electricity supply	British Gas	L	329.07	16.45	345.52
581	05/03/2018		HSBC Current		Cleaning	Asbit	S	138.10	27.62	165.72
582	05/03/2018		HSBC Current		Cleaning	Asbit	S	138.10	27.62	165.72
583	05/03/2018		HSBC Current		Grounds Maintenance	Burleys	S	3,856.84	771.37	4,628.21
584	05/03/2018		HSBC Current		Stationery	Don Ruffles Ltd.	S	115.32	23.06	138.38
585	05/03/2018		HSBC Current		Occupational Health	Everwell Occupational Health	S	295.00	59.00	354.00
586	05/03/2018		HSBC Current		PAYE	HMRC	Z	682.00	0.00	682.00
587	05/03/2018		HSBC Current		NIC Employee	HMRC	Z	582.72	0.00	582.72
588	05/03/2018		HSBC Current		NIC Employer	HMRC	Z	670.13	0.00	670.13
589	05/03/2018		HSBC Current		Pension payments Employee -	Prudential LGAYC	Z	375.00	0.00	375.00
590	05/03/2018		HSBC Current		Pension payments Employer	Surrey Pension Fund	Z	1,211.83	0.00	1,211.83
591	05/03/2018		HSBC Current		Pension payments Employee	Surrey Pension Fund	Z	484.48	0.00	484.48
592	05/03/2018		HSBC Current		Health & Safety	WET Ltd	S	420.00	84.00	504.00
593	07/03/2018		HSBC Current		Maintenance Agreement	British Gas Commercial	S	58.45	11.69	70.14
594	08/03/2018		HSBC Current		Photocopying	SOS Systems Ltd	S	195.05	39.01	234.06
595	08/03/2018		HSBC Current	DD	CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
596	12/03/2018		HSBC Current	DD	CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
597	15/03/2018		HSBC Current		Bank charge	HSBC	X	63.24	2.40	65.64
598	16/03/2018		HSBC Current		Bank charge - debit card ma	Global Payments	Z	58.41	0.00	58.41
599	19/03/2018		HSBC Current	DD	CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
600	20/03/2018		HSBC Current		Cleaning	Asbit	S	142.10	28.42	170.52
601	20/03/2018		HSBC Current		Cleaning	Asbit	S	156.60	31.32	187.92
602	20/03/2018		HSBC Current		Hall Hire Fee	Horley Baptist Church	E	24.80	0.00	24.80
603	20/03/2018		HSBC Current		Flowers	Sweetpea Florist	E	30.00	0.00	30.00
604	20/03/2018		HSBC Current		CCTV	Innovation Fire & Security	S	55.00	11.00	66.00
605	20/03/2018		HSBC Current		Security Alarm System	Innovation Fire & Security	S	120.00	24.00	144.00
606	20/03/2018		HSBC Current		Website	Jarret & Lam Consulting	S	150.00	30.00	180.00
607	20/03/2018		HSBC Current		Consultancy	LG Business Consultation	E	1,518.80	0.00	1,518.80
608	20/03/2018		HSBC Current		Rail Users Association	RR&D Rail Users Association	E	5.00	0.00	5.00
609	20/03/2018		HSBC Current		Keys	Seldons Locksmiths	S	7.50	1.50	9.00
610	20/03/2018		HSBC Current		Window cleaning	Michael Stone	Z	55.00	0.00	55.00
611	22/03/2018		HSBC Current	DD	IT Maintenance	Micro Maintenance Ltd.	S	217.50	43.50	261.00
612	26/03/2018		HSBC Current		Gas supply	British Gas	S	166.67	33.33	200.00
613	26/03/2018		HSBC Current		Cleaning	Asbit	S	138.10	27.62	165.72

## Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
614	26/03/2018		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	1,380.00	276.00	1,656.00
615	26/03/2018		HSBC Current		Playground repairs	Bennetts Builders Ltd	S	1,266.66	253.33	1,519.99
616	26/03/2018		HSBC Current		Langshott Toilet Cleaning	Bennetts Builders Ltd	S	180.00	36.00	216.00
617	26/03/2018		HSBC Current		Football Pavilion cleaning charge	Bennetts Builders Ltd	S	479.70	95.94	575.64
618	26/03/2018		HSBC Current		Playground repairs	Bennetts Builders Ltd	S	230.00	46.00	276.00
619	26/03/2018		HSBC Current		Court Lodge grounds	Bennetts Builders Ltd	S	139.88	27.97	167.85
620	26/03/2018		HSBC Current		Grounds Maintenance	Bennetts Builders Ltd	S	118.00	23.60	141.60
621	26/03/2018		HSBC Current		Horley Recreation Ground	Bennetts Builders Ltd	S	337.17	67.43	404.60
622	26/03/2018		HSBC Current		Innes Pavilion Refurbishment	Bennetts Builders Ltd	S	483.00	96.60	579.60
623	26/03/2018		HSBC Current		Langshott Maintenance	Bennetts Builders Ltd	S	78.99	15.80	94.79
624	26/03/2018		HSBC Current		Horley Recreation Ground	Bennetts Builders Ltd	S	172.00	34.40	206.40
625	26/03/2018		HSBC Current		Innes Pavilion Maintenance	British Gas	S	110.00	22.00	132.00
626	26/03/2018		HSBC Current		HR Services	HR Services Partnership	S	300.00	60.00	360.00
627	26/03/2018		HSBC Current		PAT Testing	L&C Installations	S	187.50	37.50	225.00
628	28/03/2018		HSBC Current		Telephone charges	BT	S	113.37	22.67	136.04
629	29/03/2018		HSBC Current		Defibrillator	WEL Medical Ltd	S	1,366.25	273.25	1,639.50
630	29/03/2018		HSBC Current		Subscription	Surrey County Playing Field	E	10.00	0.00	10.00
631	28/03/2018		HSBC Payroll		Salaries	Horley Town Council	E	5,927.56	0.00	5,927.56
632	09/03/2018		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	Z	10.95	0.00	10.95
633	09/03/2018		FairFX Bank Debit Car		Office 365 Licence	Microsoft	Z	115.40	0.00	115.40
634	06/03/2018		FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	6.00	0.00	6.00
635	12/03/2018		FairFX Bank Debit Car		Flowers	Sweetpea Florist	E	41.00	0.00	41.00
636	12/03/2018		FairFX Bank Debit Car		Postage	Post Office	E	7.24	0.00	7.24
637	15/03/2018		FairFX Bank Debit Car		Credit Report	Experian	S	19.99	4.00	23.99
638	22/03/2018		FairFX Bank Debit Car		Office supplies	Waitrose	E	17.00	0.00	17.00
<b>Total</b>								<b>26,251.77</b>	<b>2,824.05</b>	<b>29,075.82</b>

MARCH 2018

11 April 2018 (2017-2018)

**Horley Town Council  
Summary of Receipts and Payments  
All Cost Centres and Codes**

**Cost Centre PRECEPT**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
1	Precept	332,863.00	332,863.00					
<b>SUB TOTAL</b>		<b>332,863.00</b>	<b>332,863.00</b>					

**Cost Centre INCOME**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
2	Bank Interest	750.00	1,127.09	377				377
3	Section 136 LGA	35,400.00	36,020.40	620				620
5	Devolved Powers							
6	Council Tax Support Grant	10,240.00	10,240.00					
<b>SUB TOTAL</b>		<b>46,390.00</b>	<b>47,387.49</b>	<b>997</b>				<b>997</b>

**Cost Centre LETTINGS AND RENT**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
7	Edmonds Hall	18,000.00	14,129.64	-3,870		290.00	-290	-4,160
8	Football Pitches	10,000.00	6,927.94	-3,072		145.00	-145	-3,217
9	Church Rd Allotments	3,200.00	3,070.00	-130				-130
10	Langshott Allotments	3,500.00	3,983.12	483				483
11	Bowls Club	251.00	251.00					
12	Innes Pavilion	9,000.00	9,021.00	21				21
13	Saturday Market		460.00	460				460
14	Event Income	5,000.00	7,570.00	2,570				2,570
15	Meeting Room	220.00	220.00			49.80	-50	-50
16	Edmonds Hall Deposits		250.00	250		671.00	-671	-421
17	Football Pitch Deposits					873.92	-874	-874
<b>SUB TOTAL</b>		<b>49,171.00</b>	<b>45,882.70</b>	<b>-3,288</b>		<b>2,029.72</b>	<b>-2,030</b>	<b>-5,318</b>

**Cost Centre OFFICE EXPENDITURE**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
19	Stationery				2,000.00	634.69	1,365	1,365
20	Courier & Postage				400.00	39.74	360	360
21	Office Supplies & Equipment				1,200.00	1,708.46	-508	-508
22	Photocopying	80.00	148.60	69	4,500.00	3,163.80	1,336	1,405
23	IT				6,000.00	5,895.75	104	104
24	Website				2,000.00	1,447.99	552	552
25	Communications				1,800.00	1,228.38	572	572
26	Environment Campaign							
<b>SUB TOTAL</b>		<b>80.00</b>	<b>148.60</b>	<b>69</b>	<b>17,900.00</b>	<b>14,118.81</b>	<b>3,781</b>	<b>3,850</b>

**Cost Centre SALARIES AND PENSIONS**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
30	Net Salaries				128,000.00	86,874.25	41,126	41,126
31	PAYE				22,000.00	21,587.60	412	412
32	NI Employee				3,800.00	6,229.44	-2,429	-2,429
33	NI Employer				10,600.00	11,902.90	-1,303	-1,303
34	SCC Pension Employee				10,200.00	12,090.63	-1,891	-1,891
35	SCC Pension Employer				20,800.00	18,331.33	2,469	2,469
<b>SUB TOTAL</b>					<b>195,400.00</b>	<b>157,016.15</b>	<b>38,384</b>	<b>38,384</b>

**Horley Town Council**  
**Summary of Receipts and Payments**  
**All Cost Centres and Codes**

**Cost Centre OFFICE MAINTENANCE & REPAIR**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
38	Maintenance & Repairs				3,000.00	2,299.49	701	701
39	Cleaning of hall and office				8,300.00	7,912.55	387	387
40	Utilities		2,004.21	2,004	5,000.00	5,860.49	-860	1,144
41	Rates				4,500.00	764.58	3,735	3,735
42	Maintenance Contracts				2,300.00	1,521.14	779	779
43	Window Cleaning				600.00	440.00	160	160
44	Security Alarm system					160.00	-160	-160
45	Fire Equipment & H & S		6.50	7	1,060.00	2,627.74	-1,568	-1,561
46	Market rates and utilities							
<b>SUB TOTAL</b>			<b>2,010.71</b>	<b>2,011</b>	<b>24,760.00</b>	<b>21,585.99</b>	<b>3,174</b>	<b>5,185</b>

**Cost Centre GENERAL**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
50	Public Works Loan Board				19,545.00	19,544.92	0	0
51	Bank charges				1,350.00	1,317.31	33	33
52	Insurance		164.10	164	7,100.00	6,960.56	139	304
53	Legal and professional fees				22,250.00	16,908.45	5,342	5,342
54	Audit fees				2,200.00	1,804.00	396	396
55	Subscriptions & Licences				6,800.00	4,612.42	2,188	2,188
56	Advertising							
57	Newsletter				400.00	228.00	172	172
58	Town Guide				500.00		500	500
59	Presentation Badges							
60	Election Expenses							
61	QPS							
62	Chairman's Allowance				400.00	30.00	370	370
63	Cllr Expenses				250.00	211.34	39	39
64	Cllr Training				750.00		750	750
65	Staff Expenses				500.00	116.10	384	384
66	Staff Training				1,000.00	503.40	497	497
137	Langshott Legal fees							
138	Gatwick Consultancy							
<b>SUB TOTAL</b>			<b>164.10</b>	<b>164</b>	<b>63,045.00</b>	<b>52,236.50</b>	<b>10,809</b>	<b>10,973</b>

**Cost Centre GROUNDS MAINTENANCE**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
70	Contractors' Maint (HTC)				46,500.00	47,251.78	-752	-752
71	Contractors' Maint (Agency)				1,700.00	440.00	1,260	1,260
72	Playground Inspections				7,700.00	7,446.00	254	254
73	Playground Repairs				8,500.00	4,840.16	3,660	3,660
74	Litter Bins				400.00		400	400
75	Signage				1,500.00	765.00	735	735
76	Pest Control				520.00		520	520
77	Tree Surgery				7,000.00	1,478.00	5,522	5,522
125	Project Expenditure							
126	Himalayan Balsam				500.00		500	500
<b>SUB TOTAL</b>					<b>74,320.00</b>	<b>62,220.94</b>	<b>12,099</b>	<b>12,099</b>

**Horley Town Council**  
**Summary of Receipts and Payments**  
**All Cost Centres and Codes**

**Cost Centre HORLEY RECREATION GROUND**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
79	Memorial Gardens		100.00	100	4,500.00	1,517.13	2,983	3,083
80	Ornamental Gardens				1,500.00	370.00	1,130	1,130
81	Skatepark & MUGA		30,000.00	30,000		61,400.00	-61,400	-31,400
82	Footpaths & Car park							
123	Grounds		8.60	9	2,000.00	1,897.17	103	111
<b>SUB TOTAL</b>			<b>30,108.60</b>	<b>30,109</b>	<b>8,000.00</b>	<b>65,184.30</b>	<b>-57,164</b>	<b>-27,076</b>

**Cost Centre COURT LODGE/INNES PAVILION**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
86	Football pitches/Grounds				1,000.00	1,632.34	-632	-632
87	Buildings				6,000.00	7,773.11	-1,773	-1,773
88	Utilities		200.00	200	2,500.00	1,931.83	568	768
89	Lease of land				1.00	1.00		
124	Football Pavillion Cleaning				2,025.00	2,018.80	6	6
127	Loans & Grants							
128	Roof							
129	Innes PWLB Repayment				14,718.00	14,718.12	0	0
130	Refurbishment							
131	Maintenance Contracts				820.00	528.10	292	292
132	Innes Communications				288.00	310.01	-22	-22
133	Rates				2,000.00	15.61	1,984	1,984
134	Security Patrols				1,500.00	623.00	877	877
135	Insurance							
139	Innes Cleaning					79.98	-80	-80
<b>SUB TOTAL</b>			<b>200.00</b>	<b>200</b>	<b>30,852.00</b>	<b>29,631.90</b>	<b>1,220</b>	<b>1,420</b>

**Cost Centre MICHAEL CRESCENT**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
91	Rates & Utilites				700.00	493.42	207	207
121	Buildings and Grounds				1,550.00	356.00	1,194	1,194
140	Scout Hut Demolition							
<b>SUB TOTAL</b>					<b>2,250.00</b>	<b>849.42</b>	<b>1,401</b>	<b>1,401</b>

**Cost Centre EMLYN MEADOWS**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
95	Grounds				500.00	250.00	250	250
<b>SUB TOTAL</b>					<b>500.00</b>	<b>250.00</b>	<b>250</b>	<b>250</b>

**Cost Centre ALLOTMENTS**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
96	Langshott Maintenance		4,907.73	4,908		3,234.66	-3,235	1,673
97	Church Rd Maintenance				1,700.00	550.00	1,150	1,150
98	Church Rd Utilities				450.00	1,123.13	-673	-673
99	Langshott Utilities				900.00	12.71	887	887
<b>SUB TOTAL</b>			<b>4,907.73</b>	<b>4,908</b>	<b>3,050.00</b>	<b>4,920.50</b>	<b>-1,871</b>	<b>3,037</b>

**Cost Centre TOWN CENTRE**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend



**Horley Town Council**  
**Summary of Receipts and Payments**  
**All Cost Centres and Codes**

100	Baskets and planting	1,000.00	725.00	-275	8,500.00	9,092.25	-592	-867
101	Horley/South & SE in Bloom		1,065.00	1,065	2,100.00	2,439.33	-339	726
102	Christmas				1,900.00	684.80	1,215	1,215
	<b>SUB TOTAL</b>	<b>1,000.00</b>	<b>1,790.00</b>	<b>790</b>	<b>12,500.00</b>	<b>12,216.38</b>	<b>284</b>	<b>1,074</b>
<b>Cost Centre SECURITY</b>								
		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
<b>Code</b>	<b>Title</b>	<b>Estimated</b>	<b>Actual</b>	<b>Variance</b>	<b>Estimated</b>	<b>Actual</b>	<b>Variance</b>	<b>+/- Under/over spend</b>
105	Security Patrols				2,600.00	3,747.00	-1,147	-1,147
106	CCTV Installation				1,550.00		1,550	1,550
107	CCTV Maintenance				2,100.00	235.00	1,865	1,865
108	CCTV Broadband Connections					967.92	-968	-968
	<b>SUB TOTAL</b>				<b>6,250.00</b>	<b>4,949.92</b>	<b>1,300</b>	<b>1,300</b>
<b>Cost Centre GRANTS AND DONATIONS</b>								
		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
<b>Code</b>	<b>Title</b>	<b>Estimated</b>	<b>Actual</b>	<b>Variance</b>	<b>Estimated</b>	<b>Actual</b>	<b>Variance</b>	<b>+/- Under/over spend</b>
110	Grant Award Scheme				1,000.00	779.00	221	221
111	Churchyards				6,000.00	6,000.00		
112	Cllr Initiative grants		1,922.75	1,923				1,923
113	Other Grants		75.00	75		2,025.00	-2,025	-1,950
	<b>SUB TOTAL</b>		<b>1,997.75</b>	<b>1,998</b>	<b>7,000.00</b>	<b>8,804.00</b>	<b>-1,804</b>	<b>194</b>
<b>Cost Centre VAT RECLAIM</b>								
		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
<b>Code</b>	<b>Title</b>	<b>Estimated</b>	<b>Actual</b>	<b>Variance</b>	<b>Estimated</b>	<b>Actual</b>	<b>Variance</b>	<b>+/- Under/over spend</b>
120	Vat repayments							
	<b>SUB TOTAL</b>							
<b>Cost Centre CONTINGENCY</b>								
		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
<b>Code</b>	<b>Title</b>	<b>Estimated</b>	<b>Actual</b>	<b>Variance</b>	<b>Estimated</b>	<b>Actual</b>	<b>Variance</b>	<b>+/- Under/over spend</b>
122	Contingency		2,990.00	2,990		2,990.00	-2,990	
	<b>SUB TOTAL</b>		<b>2,990.00</b>	<b>2,990</b>		<b>2,990.00</b>	<b>-2,990</b>	
<b>NET TOTAL</b>		<b>429,504.00</b>	<b>470,450.68</b>	<b>40,947</b>	<b>445,827.00</b>	<b>439,004.53</b>	<b>6,822</b>	<b>47,769</b>
<b>V.A.T.</b>			<b>44,888.29</b>			<b>39,175.04</b>		
<b>GROSS TOTAL</b>			<b>515,338.97</b>			<b>478,179.57</b>		

1 May 2018

To review current usage and consider using an alternative provider for accepting card payments

### For Decision

#### Recommendation

That the Council: -

1. use Sumup to accept card payments for a trial period
  2. cease to use Global Payments after trial period
- 

#### Overview

A review of the charges made by Global Payments, partners with HSBC Bank, for taking credit and debit card payments for the financial year 17/18 shows that the net cost is 14.75 % of our transactions. The reason for this is that Global Payments make a fixed monthly charge of £50 per month, more suited to larger businesses with higher turnover. For the town council this does not prove economic unless 50+ transactions are conducted. Generally, the volume of transactions are quite low. Recent developments in mobile technology has opened up new providers in this market, particularly suited for smaller businesses with lower number of transactions. An internal review has been undertaken. The findings of the review indicate that, of the providers, Sumup would be a good alternative provider and would significantly reduce the cost to the Council of providing this service. Sumup charges 1.69% per debit/credit card cost.

#### Background

In 2010 the service allowing for customers to receive payments for debit and credit cards was approved. Global Payments is the preferred partner of HSBC with whom the Council banks. The drawbacks to the current service are the cost of running the service; uninformative reports of transactions and that the terminal is in a fixed place. The plus points are that we know it is secure and it works.

The review was conducted using information found on the internet, a comparison site, and an independent mobile transaction review site called Mobile Transaction which aims to provide reliable information on mobile payments and transactions.

#### Risks

Security – Sumup is an authorised electronic money institution registered with the Financial Conduct Authority.

Length of time for the money to reach the bank account – both 2-3 days

Staff training – an app is required to take payments with Sumup so some staff training would be required.

#### Conclusion

Due to the relatively low volume of transactions the Council would benefit from using a service with no monthly fee and paying per transaction. Only one of the providers (Sumup) reviewed can offer the same functionality as currently provided by Global Payments. The improvement over Global

COMMITTEE PAPER: FINANCE & GENERAL PURPOSES COMMITTEE

1 May 2018

To review current usage and consider using an alternative provider for accepting card payments

**For Decision**

Payments is that the machine is mobile and could be passed around the office and that the cost of providing the service would be significantly reduced.

**HTC/F&GP/Card Processing**

**30 April 2018**

# Finance and General Purposes Committee Meeting

## 1 May 2018

### General Data Protection Regulation

To review progress made and consider next steps

#### 1. Background

The General Data Protection Regulation (“GDPR”) will take effect in the UK from 25 May 2018. It replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection regarding how their personal data is used by councils. Local councils and parish meetings must comply with its requirements, just like any other organisation. As a public authority it is essential that the Town Council is fully compliant with all aspects of GDPR.

GDPR's main concepts and principles are very similar to those contained in the current Data Protection Act 1998. The main elements are:

- obtaining express consent from individuals prior to collecting personal data
- clear statement of our data privacy policies
- allowing individuals to easily withdraw their consent at any time
- properly securing data
- ensuring that data transfers out of the EU meet strict standards
- allowing individuals to revise or delete their personal data

The Information Commissioner’s Office (“ICO”) will still be the regulator in charge of data protection and privacy issues. However, there are some changes and additions, so we make some changes to our systems, our policies and the general way in which we handle personal data in all its various forms in the future.

One of the main changes to note is that the GDPR places a much greater emphasis on transparency, openness and the documents needed to demonstrate to show that we are complying with the legislation. The GDPR will impose new burdens on councils including new reporting requirements and increased fines and penalties. The UK Government has made clear that after Brexit the UK will continue to adopt a similar standard for data protection as set out in the GDPR.

In preparation for the start date of GDPR the following is included indicating progress made and work outstanding. The aim is to have the majority of actions available two weeks preceding the implementation date i.e. 11 May 2018, allowing 2 weeks latitude for any late or unexpected changes.

The National Association of Local Councils (NALC) have issued a “*GDPR Toolkit for Local Councils*” which provides a comprehensive guidance document on all aspects of GDPR specific to local councils. Templates are available to ensure we have a sound start. These

will be adapted for the council's use. Regular reviews will be made with the Data Protection Officer

## 2. Action List

Initial steps	Status	Target date
1 Review what personal data is held, how stored, and on what basis you have for processing it.	A data audit is in progress	12.5.18
2 Review and refresh your existing consents and obtain new consents. Start using a Consent Form and send it to all existing residents except those who are staff, councillors and other role holders.	Consents to be sought from existing subscribers	12.5.18
3 Develop Data Privacy Notices for staff, councillors and other role holders and non-role holders in your council.	Privacy notice drafted and checked by HR Partnership	In progress
4 Review the role of the Data Protection Officer and recommend an appointment	To be agreed, review options and recommend appointment	1.5.18
5 Use the Data Protection Impact Assessment (DPIA) checklist in Appendix 6 on page 44 to help you decide where you will need to carry out a DPIA. Please note you will not usually need to carry out a DPIA for existing systems or processes unless you upgrade or substantially overhaul these.	Not required	
6 Update your data subject access policy in line with Appendix 7 on page 47 where you will also find sample response letters	In progress	12.5.18
7 Update your Information Data Protection Policy. You will find a checklist and sample policy at Appendix 8 on page 52.	Draft to be available for adoption	12.5.18
8 Review your procedures for responding to a security breach and consider your security generally particularly cyber security. See: Appendix 9 on page 56.	In progress	12.5.18
9 Start keeping a log of what data the council processes. See Appendix 10 on page 62.	Achieved	24.4.18

## 3. Data Protection Officer

As a local authority all town, parish or community councils must appoint a Data Protection Officer.

### What does a Data Protection Officer do?

- (a) The GDPR sets out in detail the minimum responsibilities of the Data Protection Officer ("DPO") role. GDPR specifies that DPOs "should assist the controller or the processor to monitor internal compliance with this Regulation".
- (b) A DPO's duties include:
  - (i) informing and advising the council and its staff of their obligations in the GDPR and other data protection laws;

- (ii) monitoring compliance of the council, both its practices and policies, with the GDPR and other data protection laws;
- (iii) raising awareness of data protection law; providing relevant training to staff and councillors;
- (iv) carrying out data protection-related audits;
- (v) providing advice to the council, where requested, in relation to the carrying out of data protection impact assessments ('DPIAs') and the council's wider obligations with regard to DPIAs; and
- (vi) acting as a contact point for the Information Commissioner's Office.

When appointing a Data Protection Officer, the council has several options:

1. The clerk or member of staff can be appointed as the DPO provided they have no conflict of interest and meet the criteria above
2. The council may share a free-standing DPO with other councils
3. Your council might arrange a mutual support system, whereby you are the DPO for a neighbouring council – and they provide the DPO for your council
4. Your council may appoint an external DPO
5. Your council might buy in the services of an external organisation (e.g. Satswana)

SSALC and NALC have also advised of possible changes to the GDPR bill, but as far as appointing a DPO, their advice remains unchanged, and they state that it is more than 'good practice' for a council to appoint a DPO,

#### **4. Privacy Notice**

The privacy notice is at the heart of the council's data protection policy and must be published on the council's website. It is a definitive statement from a data controller to a data subject describing how personal data will be used and what rights the data subject has. As well as the general privacy notice, NALC have advised that a separate privacy notice must be issued to staff, councillors and role holders.

#### **5. Data Audit**

In the scrutiny of data held by the council with a statement of the lawful basis of holding such data, the following conclusions have been made:

Recipient of all eNewsletters will need to re-confirm their consent (2 factor confirmation is likely to be used)

Hirers, allotment tenants, football teams, will receive emails requesting consent to enable to continue sending emails to them, post 25 May 2018.

Website Directories both local and business, will be deleted and subscribers will be invited to start afresh.

Paper documents stored in the office, no longer required, will be destroyed using a confidential waste collection contractor.

All digital photos stored on the council's server, unless written express consent has previously been obtained, will be deleted.

## **6. Consultation**

In preparation for the readiness of GDPR, the following have been consulted for advice as necessary:

NALC

SLCC

HR Partnership

Micromaintenance

RBBC

ICO

## **7. Training for Councillors**

We have requested RBBC to invite town councillors to any forthcoming training sessions.

## **8. Other issues**

Virtually on a daily basis we receive updates from NALC and SLCC, with a slight emphasis on lightening the original pressures on local councils.

**HTC/GDRP**

**30 April 2018**