



Minutes of the meeting of  
Mayfield and Five Ashes Parish Council  
**Governance and Risk Committee**

Venue Old Manor House  
Date Wednesday 28 February 2018  
Time 10:00

G28FEB18  
2017/18 Meeting 1  
**Adopted**

## Minutes

Chairman Cllr Deveda Redman

### Councillors Present and Voting:

Deveda Redman, Chris Lilly and Jerry Watkiss.

Also present: Janna Todd, Parish Clerk

### 1. Apologies for absence

1.1. Apologies for absence were accepted from Cllr Gill Weavers.

### 2. Declarations of interests

2.1. There were no declarations of interest.

### 3. Minutes of the meeting 25 January 2017 (previously adopted)

3.1. The minutes were reviewed and the actions list updated.

#### Matters arising from the minutes

3.2. The Memorial Hall Management Committee would permit the installation of an electrical circuit to accommodate the generator and has requested information on its technical specifications. It was agreed to discuss the requirements with a qualified electrician beforehand.

3.3. Heathfield and Waldron has informed that they are not familiar with an organisation known as the Heathfield 4x4 Responders. A website address has been found for Sussex 4x4 Response.

3.4. Additional Councillor training could be arranged before a scheduled meeting on Standards and on new data protection requirements for GDPR. **Action JT**

3.5. It was agreed that the Parish Council's annual plan and internal audit was an appropriate measure of the Parish Council's performance.

### 4. Regulation, procedure and policies review (information previously circulated)

4.1. The following documentation previously adopted by Full Council was reviewed by the Committee:

- MAFAPC Standing Orders v1.2 updated February 2018
- Code of Conduct v1 adopted May 2017
- Governance and Risk Terms of Reference v1
- Complaints Procedure v1 adopted May 2016
- Disciplinary Procedure v1 adopted June 2016
- Email and Internet Policy v1 adopted June 2016
- Social Media Policy v1 adopted June 2016
- Equal Opportunities Policy v1 adopted June 2016
- Freedom of Information Policy v1 adopted May 2014
- Grievance Procedure v1.2 adopted June 2016
- Health and Safety Policy v1 adopted June 2016
- Recording and Filming Policy v1.4 adopted June 2016

4.2. Amendments to the Standing Orders were approved and will be adopted May 2018.

- 4.3. The Email and Internet Policy will be updated to be compliant with the new GDPR guidelines that come into force in May 2018. **Action JT**
- 4.4. It was agreed to amend the Recording and Filming Policy to state that audio recordings of meetings will be deleted after the minutes have been officially adopted. **Action JT**
- 4.5. The Committee recommended no further changes to any other Parish Council policies.
- 4.6. The draft Lone Workers Policy was approved by the Committee and will recommended for adoption by Full Council in March 2018.
- 4.7. The necessity of adopting a Parish Council Safeguarding Policy was discussed and it was agreed that further investigation is required. **Action JT**
- 4.8. It was agreed that a Drones Policy should be adopted by the Parish Council and should include a link to the Civil Aviation Authority guidelines on unmanned aircraft and drones. This will be adopted by Full Council in March and included in the April Newsletter article. **Action JT**

## **5. Risk Assessment (information previously circulated)**

- 5.1. The Parish Council's Risk Assessment v2.0 and risk levels were reviewed.
- 5.2. In the event of illness it was agreed that the Chairman, Vice chair, Chairman of Finance and General Purposes (F&GP) and Responsible officer for IT Support will be provided with an up to date list of passwords for daily Council administration. **Action JT**
- 5.3. The office key is held by the Chairman. An additional one will be acquired for the Chairman of F&GP in case of emergencies. **Action JT**
- 5.4. The Clerk on a weekly basis visually inspects the three play areas in Mayfield and Five Ashes and an inspection checklist is signed for insurance purposes. It was agreed to ask Councillors for volunteers to be placed on a play area inspection rota to reduce the Clerk's time away from the office. **Action JT**
- 5.5. It was agreed to contact the Forestry Commission for information on independent tree surveyors for the trees on Parish Council land. **Action JT**
- 5.6. There was a short discussion on Court Meadow land risks due to re-development and for new and existing structures.

## **6. Review of financial policy and procedures (information previously circulated)**

- 6.1. The following policies were reviewed:
- Financial Regulations v1.4
  - Financial Processes and Procedure v2.1
- 6.2. The Committee approved the amendments which will be ratified at the next F&GP meeting.
- 6.3. Cllr Fitzsimmons is a signatory on the Barclays Reserves Account and his internet access for online banking will be determined. If it is not available the Parish Council Chairman can become a signatory and could arrange online banking for this account. **Action JT**

## **7. Review of 2016/17 Audit**

- 7.1. There were no concerns or recommendations from the internal or external auditors for the 2016/17 financial year.
- 7.2. The 2017/18 internal audit has been booked for 14 May 2018.

## **8. General Data Protection Regulations**

- 8.1. The Document and Record Retention Policy v1.2 will be reviewed in conjunction with a document audit on all Parish Council paperwork in preparation for GDPR. **Action All**
- 8.2. The Clerk is researching an appropriate shredder for disposing of office paperwork.
- 8.3. The landowner's database compiled for the Rights of Ways and Trees Committee is untenable as is too lengthy to keep contact information up to date and would not comply with the new regulations. Its disposal will be discussed at the next Committee meeting.

- 8.4. Emails sent from the Parish Council office should already be encrypted. All data memory sticks will need to be password protected and encrypted. **Action JT**
- 8.5. All Councillors will be provided with a Parish Council email address to be used for all council business. The Clerk will require access to these accounts in case of Subject Access Requests and Freedom of Information requests. **Action JW**
- 8.6. There was a discussion on procedure for Subject Access Requests and Freedom of Information Requests. It was agreed that the office post and emails will need to be checked for requests at least once a week at times of clerk absence.
- 8.7. An emergency meeting will be convened for any request likely to be too time consuming for the clerk alone to respond to within the new timescales.
- 8.8. A Data Protection Officer will be engaged before the implementation of GDPR. **Action JT**

**9. Asset Register (previously circulated)**

- 9.1. The Asset Register V4.0 was reviewed and will be updated to list individual bus shelters and benches and their insurance cover will be reviewed. **Action JT**

**10. Emergency Planning (information previously circulated)**

- 10.1. The Mayfield and Five Ashes Community Resilience/ Response Plan v1.3 was reviewed.
- 10.2. The list of contacts in an emergency will be made more generic due to GDPR regulations from May 2018. It will be reviewed at the next F&GP meeting in April. **Action JT**

**11. Items of Information and Next Agenda Items**

- 11.1. There were no further matters discussed.

**The meeting closed at 12:45**

**The next meeting of the Governance and Risk Committee will be:**

**Venue: The Old Manor House**  
**Date: 2019 – Date to be confirmed**  
**Time: To be confirmed**

.....*Chairman's Signature*

.....*Date*

<b>Actions from meeting 27 January 2016</b>			
3.4	Investigate storage costs & compare to cost of fireproof safes	JT	Closed
<b>Actions from meeting 25 January 2017</b>			
3.2	Ascertain procedure for storing documents at The Keep in Falmer	JT	Closed
3.3	Investigate the costs of fireproof cabinets	JT	Closed
3.4	Determine appropriate procedure for document review	DR	In hand
3.6	Ascertain whether an electrical circuit can be installed at the Memorial Hall <b>Possible – forward generator specifications</b>	JT	In hand
4.2	Update Standing Orders to incorporate new procurement regulations	JT	Closed
4.4	Write a Lone Workers Policy and circulate for comment	JT	Closed
4.5	Purchase personal alarm and install notice re:verbal abuse	JT	Closed

4.5	Circulate ICO advice for disclosing personal information to Cllrs	JT	Closed
5.2	Update Risk Assessment to include Lone Workers	JT	Closed
5.5	Investigate alternative RoSPA providers	JT	Closed
5.6	Update Financial Processes and Procedure to include back up on dropbox	JT	Closed
7.1	Update street lighting on Asset Register	JT	Closed
7.3	Obtain quotes to insure War memorials for 3k and £10K each	JT	Closed
10.1	Update Community Resilience Plan & Emergency Cascade & Circulate	JT	Closed
10.2	Find out information on Heathfield's 4x4 resilience plan - <b>None</b>	JT	Closed
11.2	Determine topics for Cllr training course <b>Inadequate Cllr response</b>	JT/DR	Closed
11.3	Determine how PC's monitor and measure performance <b>Appraisal</b>	JT	Closed
<b>Actions from meeting 28 February 2018</b>			
3.4	Investigate training for Declarations of Interest & GDPR compliance	JT	Open
4.3	Update Email and Internet Policy to be compliant with GDPR	JT	Open
4.4	Amend Recording and Filming Policy retention of audio recordings	JT	Open
4.7	Research further into Safeguarding Policy	JT	Open
4.8	Update Drones Policy to include CAA guidelines to present to Council	JT	Open
5.2	Circulate list of administrative passwords to relevant Councillors	JT	Open
5.3	Acquire extra office key for Chairman of F&GP	JT	Open
5.4	Request Cllr Volunteers for play area check rotas	JT	Open
5.5	Contact Forestry Commission for independent tree surveyors	JT	Open
6.3	Ascertain online banking access for Barclays Account	JT	Open
8.1	Review Document Retention Policy and arrange document audit	All	Open
8.4	Ascertain how to encrypt and password protect memory sticks	JT	Open
8.5	Set up PC email addresses for all Councillors	JW	Open
8.8	Investigate Data Protection Officers	JT	Open
9.1	Asset Register to list bus shelters and benches & check insurance	JT	Open
10.1	Update Emergency Plan to be GDPR compliant	JT	Open