

**ADMIN & HR
PRINCES RISBOROUGH TOWN COUNCIL
MINUTES OF THE ADMIN & HR COMMITTEE HELD ON
TUESDAY 8th MAY 2018 AT 6.30PM
IN THE PRINCES CENTRE, CLIFFORD ROAD, PRINCES RISBOROUGH**

PRESENT

Chairman Cllr I McLauchlan.
Councillors A Ball, M Walsh and J Coombs
Clerk to the Town Council- Susanne Griffiths
In attendance Cllr L Byrne

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs A Turner who is attending another council meeting and P Summerbell who was attending a funeral.

2. MINUTES

The minutes of the previous meeting on the 21st February 2018 having been circulated were approved by the Meeting and signed by the Chairman.

3. DECLARATIONS OF INTEREST

Members were asked to declare any pecuniary or non-pecuniary declarations of interest and the nature of that interest which they may have in any of the items under consideration at this meeting. None were declared. Cllr M Walsh declared an interest in agenda item 7 as a Trustee of the Princes Centre.

4. CORRESPONDENCE

Notification has been received from NALC and SLCC concerning the pay agreement for 2018 for the Clerk and Deputy Clerk.

Noted.

5. REVIEW OF THE INSURANCE POLICY FOR RECOMMENDATION TO TOWN COUNCIL

The policy had been updated to reflect the purchases made in 2017-2018 and circulated to the members for their consideration. Cllr I McLauchlan raised a point to be clarified by the insurers concerning the contents of the Market House. **All present agreed** to recommend to the Town Council that the Insurance Policy is renewed on this basis once clarification has been received. **SG**

6. AN UPDATE ON GDPR

The Government has tabled an amendment to its own Data Protection Bill to **exempt** all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. Officials from the Department for Culture, Media and Sport have confirmed that all other measures will still apply.

At present these amendments are for consideration and will only become embedded following the final reading of the Bill. In the meantime, the advice from BALC is that councils continue to prepare for compliance with the rest of the GDPR requirements. The Clerk informed the members that the live date for the launch of the new member.gov.uk e-mail addresses will be on the 15th May 2018 and that GDPR-INFO Ltd. would be undertaking a data audit, systems check and website check on the 17th May 2018 to ensure that the Town Council is compliant with the new data protection regulations.

7. A REPORT ON A MEETING WITH THE PRINCES CENTRE TRUSTEES CONCERNING FUTURE IMPROVEMENTS TO THE OFFICE

Cllr M Walsh declared an interest and took no part in the following discussion or decision.

The Clerk informed members that the Trustees had rejected the Town Council's request to extend the office space into the passage outside of the office adjoining the main hall, but had agreed for the office space to be extended into the toilets and storage cupboard. **All present agreed** to contact the architect to ascertain if this would provide the necessary additional space to meet Regulation 10 of the Workplace, (Health Safety and Welfare) Regulations 1992. **SG**

8. AGENDA ITEMS FOR NEXT MEETING

To be advised.

9. DATE OF NEXT MEETING

The next meeting of the Committee is to be advised. There being no further business to discuss, the meeting closed at 6.50 pm.