

**MINUTES OF THE FIRST MEETING OF THE PROCEDURES COMMITTEE
HELD IN THE TOURIST INFORMATION CENTRE, THE GUILDHALL,
FORE STREET, EAST LOOE PL13 1AA
ON WEDNESDAY 4TH JULY 2018 AT 7.00PM**

PRESENT

Cllrs C Rose, J Dingle, Mrs B Richardson and Mrs V Sullivan

IN ATTENDANCE

Mrs A Frith – Town Clerk

		ACTIONS
1.	<p><u>TO ELECT A CHAIRMAN</u> Cllr Dingle proposed that Cllr Rose be elected as Chairman, seconded by Cllr Mrs Sullivan it was: <u>RESOLVED</u> Unanimously to elect Cllr Rose as Chairman for the coming year.</p>	
2.	<p><u>TO ELECT A VICE CHAIRMAN</u> Cllr Rose proposed that Cllr Mrs Sullivan be elected as Vice Chairman, seconded by Cllr Dingle it was: <u>RESOLVED</u> Unanimously to elect Cllr Mrs Sullivan as Vice Chairman for the coming year.</p>	
3.	<p><u>APOLOGIES</u> Apologies for absence had been received from Cllrs D Bryan, Mrs E Hannaford and A Toms. <u>ABSENT</u> Councillor Mrs M Powell.</p>	
4.	<p><u>TO CONFIRM THE REMIT OF THIS COMMITTEE</u> Cllr Rose informed that he had gone back to the remit of the original Procedures and he read it out to the Committee. There was some discussion and it was agreed that amendments be made to include all current legislation such as GDPR. The Clerk was asked to amend the document and bring it back to the next meeting.</p>	Clerk to amend the Remit

5.	<p><u>TO DISCUSS THE REQUIREMENTS OF THE GENERAL DATA PROCESSING REGULATIONS 2018</u></p> <p>The Clerk brought Committee up to date as to what has been done so far and informed that the website is being brought in line by the webmaster, email addresses for Councillors and staff are ongoing and some clearing of old paperwork has been done.</p> <p>Cllr Rose stated that we should work from the CALC template and a data protection statement should be formulated for emails and the website.</p> <p>Cllr Mrs Sullivan volunteered to undertake the annual office Risk Assessment.</p> <p>There is a lot of work to be done and we will work through systematically prioritising actions.</p>	
6.	<p><u>OTHER LEGISLATION TO BE UPDATED.</u></p> <p>Cllr Rose reported that the only outstanding document to be updated is the Standing Orders due to the GDPR legislation.</p>	
7.	<p><u>TO DISCUSS OUTSTANDING STAFF MATTERS</u></p> <p>The Clerk informed the Committee that most staff contracts need bringing up to date and inline as there is some disparity between contracts. The Staff Handbook also needs updating. There are also other issues to address. Members of the Staffing Committee (Chairmen of each Council Committee) will undertake staff appraisals with the appropriate Manager. All other staffing issues will be dealt with by the Staffing Committee.</p>	
8.	<p><u>TO REVIEW AND MAKE RECOMMENDATION TO FULL COUNCIL – ASSET DISPOSAL AND WRITE-OFF POLICY</u></p> <p>Cllr Rose suggested that Members take this document away and bring back to the next meeting with recommendations.</p>	
9.	<p><u>MATTERS FOR FURTHER DISCUSSION</u></p> <p>.1 <u>Hudson Accounting Report</u> This report was referred to the Finance Committee.</p> <p>.2 <u>Asset Register</u> It had been noted in the Hudson Report that a comment had been made regarding the accuracy of the Asset Register, as the Committee were unsure of what the comment related to the Clerk was asked to contact the Internal Auditor to ask for clarification.</p> <p>.3 <u>Debt of £400</u> This is a debt identified by the Hudson report, the Clerk was asked to get clarification of the debt from our book-keeper.</p>	<p>Clerk to contact Steve Hudson</p> <p>Clerk to clarify</p>

	<p><u>.4 Rolley Report 2014</u> Cllr Rose asked the Committee if this document should be reviewed. Cllr Dingle suggested that the document be sent out to all Members of this Committee for their opinions.</p>	
<p>10.</p>	<p><u>PRIORITY LIST OF GDPR ACTIONS</u> The Clerk requested a list of priorities to meet GDPR requirements. Cllr Rose and Cllr Mrs Sullivan agreed to meet with the Clerk the following morning to formulate a list.</p> <p>The Meeting closed at 7.45pm.</p>	

Signed

Date