

**GALLEYWOOD PARISH COUNCIL
MINUTES OF THE COUNCIL MEETING
HELD AT THE KEENE HALL – HALL – GALLEYWOOD
ON MONDAY 4 JUNE 2018 AT 7.00pm**

Formal acceptance will take place at the next Council Meeting
This meeting was recorded

Present:

Chairman: Councillor A McQuiggan

Councillor A Golden	Councillor B Graves
Councillor R Harman	Councillor R Hyland
Councillor E Massey	Councillor C McLean
Councillor S Troop	(from item 18-115)

Officers: Mrs T Melhuish – Clerk

Public: Three

Other: none

The Chairman welcomed Councillor Massey to his first Council meeting.

18-110 Apologies and Reasons for Absence

An apology for absence was received from Councillor Paul.

RESOLVED that the apology be accepted.

18-111 Declaring of Interests

None received.

18-112 Public Participation Session with respect to items on the Agenda

The members of the public did not wish to address the Council.

18-113 Confirmation of Minutes

Following an amendment to 18-98b, Insurance Claim - to replace the word 'from' with 'by' it was **RESOLVED** that the minutes from the meeting dated 14 May 2018 be approved as a correct record and signed by the Chairman.

18-114 Co-option for the West Ward

Members considered the application for Co-option for the vacancy in the West Ward.

RESOLVED that Charlotte Mclean be co-opted as a Councillor for the Galleywood West Ward. Councillor Mclean took her place at the table.

18-115 Clerk's Report

Members noted the Clerk's report as provided at the meeting.

18-116 Chelmsford City Council/Essex County Council Report

There were no items to report.

At 7.15pm, 1 member of the public left the meeting.

18-117 Appointment of Members for Council Committees 2018/19

Current Vacancies – Finance and Resources Committee – 1, Planning and Highways Committee -2.

For the Finance and Resources Committee there were two nominations, Councillors Graves and Massey. Upon a show of hands, it was **RESOLVED** that Councillor Graves be appointed to the Finance and Resources Committee.

For the Planning and Highways Committee it was **RESOLVED** that Councillors Massey and Mclean be appointed.

18-118 Appointment of Representatives on Outside Bodies

Members considered the appointment of a representative for the Essex County Council Transport Representatives.

RESOLVED that Councillor McLean be appointed as the Council's representative.

18-119 Internal Audit

Members noted the Internal Auditor's report following the year end Internal Audit carried out on 2 May 2018.

18-120 Annual Governance and Accountability Return 2017/18 (AGAR)

a. Annual Governance Statement

RESOLVED that the Annual Governance Statement (Section 1 of the AGAR) be approved.

b. Accounting Statements

RESOLVED that the Annual Governance and Accountability Return for 2017/18 (Section 2 of the AGAR) be approved.

Members noted that the audit date has been set for 11 June 2017 and notices will be put in place to this effect.

18-121 Committee Meetings

Members noted the following meetings had taken place:

- Planning and Highways Committee 17 May 2018
- Finance and Resources Committee 24 May 2018

Draft Minutes had been circulated.

18-122 Reports from Representatives on Outside Bodies

a. The Keene Hall – Councillors Golden, McQuiggan, Paul and Troop

Councillor McQuiggan reported that a meeting had been held on 28 May 2018 and the Trustees discussed replacement chairs. This item was deferred until the next meeting as more sample chairs are being sourced. A display screen for use by the Council to be sited in the foyer was also discussed along with the Data Protection Act 2018.

b. Galleywood Heritage Centre – Councillors Hyland, McQuiggan and Paul

Councillor Troop (Chairman of the Heritage Centre) provided a verbal report on the following:

- Resurfacing of the car park is due to commence on 29 August for one week and the car park will be closed with alternative parking available in the Common car park
- Data Protection Act 2018 – documents are being finalised
- Problems with drainage being investigated

Councillor Hyland provided a verbal report on the following:

- Working on an IT review and office security
- Loft storage being investigated and furniture in the garden has been cleaned
- Father's Day event – Fun day and Craft Fayre being held on 17 June
- First Aid training for staff being held, followed by training for Trustees

c. Councillor Saturday Surgery held on 26 May 2018

Councillors McQuiggan and Troop were in attendance, however there were no members of the public.

18-123 General Data Protection Regulations

Members received an update from the Clerk on the new regulations.

The role of a Data Protection Officer for local Councils has been removed therefore there is no requirement for the Council to have one in place. This can be reviewed at any stage.

- i. The Data Audit is being carried out by the office
- ii. Consent Forms have been established which will be forwarded to the required residents
- iii. Privacy Notices have been established and a copy has been provided for each member of staff and Councillor. The General Privacy Notice is provided on the Council's website
- iv. Data Subject Access Policy has been established and will be published on the Council's website

RESOLVED that the following documents be approved:

- Data Protection Policy
- Document Retention Policy
- Privacy Policy

These will be published on the Council's website.

The Clerk is to complete a procedure for responding to a security breach and a log of what data the Council processes.

Thanks were provided to the Chairman and the Clerk for the production of all the policies and procedures which enable the Council to be compliant.

18-124 Parish Council Office

Members noted the correspondence received from the Keene Hall Trustee Board regarding the annual rent for the Parish Office from 1 July 2018 as £7,245.

18-125 Standing Orders

Members considered the updated National Association of Local Councils (NALC) Standing Orders which referenced new legislation.

RESOLVED that the Council's Standing Orders be revised to include the new legislation.

The next Parish Council meeting is on:
Monday 2 July 2018 at 7pm
The Keene Hall, Watchouse Road, Galleywood

There being no further public business to be transacted, the Chairman closed the meeting at 7.42 pm.

Signed Chairman

Dated: 2 July 2018