

Bretton Parish Council

Minutes of the General Purposes Meeting held on the 12th February 2018 (GP17-01) at 7.30 p.m. at Unit 2, Pyramid Centre Shopping, Bretton.

Present: Councillors: L Aldridge, J Hayes, C Lee, and J Merrill

Others: Bernard Champness – Clerk

Not Present:

Open Forum

There was no open forum and the meeting was formally opened at 19.36

1 To elect a Chairperson

1.1 It was **resolved** that Cllr Merrill be nominated Chair for the forthcoming year, being the only nomination

2 To elect a Vice Chairperson

2.1 It was **resolved** that Cllr Hayes be nominated Vice Chair for the forthcoming year, being the only nomination.

3 Apologies for absence, acceptance of Apologies

3.1 Apologies were received from Cllr Rudd (health) Cllr Johnson (health)

3.1.1 **Resolved:** That the apologies be accepted.

4 Declaration of Interest – To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda item.

4.1 No one declared an interest in any item on the agenda.

5 To approve minutes of the meeting held on Monday 13th March 2017 (GP16-02)

5.1 **Resolved:** that the minutes of the 13th March 2017 be agreed as a true record and duly signed by the Chairperson

6 Matters to Report (restricted to those items not listed on the agenda)

6.1 There were no matters to report from the minutes

7 Item deferred from Full Council –

7.1 **To prepare and approve a Code of Practice to provide guidance to staff and Parish Councillors in the use of online communications, collectively referred to as social media**

7.1.1 The Clerk had obtained a copy of a Social Media Policy from another Parish Council and had removed that Council's name and shown it to be a policy of Bretton Parish Council. He had circulated this in advance of the meeting. He made it clear that by amending the policy it was not on the basis that he thought it was going to be adopted. That decision was down to the members of the Committee. It was agreed that the policy was very thorough and dealt with every situation that the Council or Councillor might find themselves in. The Clerk pointed out the notes at the bottom of the policy which state:

*Councillors can have 'blurred identities, you may have a social media account where you comment both as a councillor and as an individual. Ensure it is clear when you are posting in a private capacity or as a councillor. Such blurred identities might for example have implications where your views are taken as those of your organisation or political party, rather than your personal opinion. There is the need to get social media accounts/profiles clear, to be confident as to what you can and can't say while you are representing the Parish Council. How you use your online identity will also determine how online content will be treated in respect of the Members' Code of Conduct. Councillors may be communicating politically. **There is a difference between communicating on behalf of the council, for example blogging as a councillor or as a private citizen and the former will be held to a higher standard than the latter.** The key to whether your online activity is subject to the Code of Conduct is whether you are giving the impression that you are acting as a councillor. And that stands whether you are in fact acting in an official capacity or simply giving the impression that you are doing so. This may be less than clear if you have a private blog or a Facebook profile*

Councillors should be careful and if in doubt ask the Clerk or get the Council to decide on how to reply. It was accepted that responding in a timely fashion can be frustrating as it always seemed that a response should be sent immediately. **Resolved:** that a recommendation be made to Full Council that the policy be adopted.

7.2 To consider and agree dates for the Annual Parish Meeting and the format of that meeting and a date for the Annual Meeting of the Parish Council

7.2.1 At the last Full Council meeting on the 23rd January 2018 it was agreed that the Annual Parish Meeting would be held on a different day to the Annual Meeting of the Parish Council. The Clerk explained that he had arranged with the Cresset the hiring of a room which would hold 150 people at a cost of £100, which was at a considerable discount. As for refreshments they would supply tea and coffee at a cost of £1 per cup sold. **Resolved:** that the Clerk sign the contract and agree that they should supply refreshments. The room had been booked for Tuesday 15th May 2018 from 7 – 9 p.m.

The Clerk was able to confirm that he had booked the Deputy Police and Crime Commissioner Ray Bisley to attend.

Richard Tatt of Peterborough City Council was also booked who would be dealing with the problem of car parking in Bretton.

It was understood from Cllr Clements that we should also have someone from Peterborough City Council to talk about street lighting. **Resolved:** that this person is not invited as there would not be time with the other two speakers being present.

Cllr Aldridge suggested that we have lanyards with identification cards so that people at the meeting would know who Parish Councillors were. It was suggested that all that was necessary was a name badge. It was agreed that it would be put to Full Council on whether we wanted a name badge or identification lanyard.

7.2.2 Regarding the Annual Meeting of the Parish Council it was agreed to hold this at Unit 3 on Tuesday 22nd May 2018.

8 To consider and prepare for the General Data Protection Regulation which comes into force in May 2018.

8.1 Several documents regarding the General Data Protection Regulation had been circulated in advance and in addition these were considered at the meeting with the help of the projector. One of the documents was a 66-page PowerPoint from the SLCC which would be sent to those of the committee to consider. There was a long discussion about this legislation and eventually it was agreed that this was too big a task for this committee to deal with and that it would be put to full council so that they had a choice of either paying £70 to CPALC so either the Clerk or a Councillor could attend training or for the Councillors to read the documents themselves and to agree what needs to be done by the March meeting. One of the important decisions was that we should designate someone to take responsibility for data protection compliance and assess where this role will sit within your organisation's structure and governance arrangements. It was understood this had to be someone other than the Clerk.

9 To consider and approve the amended Risk Assessment

9.1 The Clerk had prepared the update Risk Assessment which included an extra item regarding the Community Centre. The report had been circulated in advance and was considered with the help of the projector. It was explained that there were many categories to choose from and the Clerk had only picked the relevant ones which were included in the report. When deciding if the risk was low medium or high you had to select the likelihood of the risk happening with the controls we already had in place. Once that was carried out you then had to estimate the impact on the Council with the controls already in place. If it was low, it would be given a score of 1 and medium or high were given a score of 3 or 4. If it was one of these we had then to consider ways of reducing the risk and taking appropriate action in doing so. Most of the scores were low but there were two sections which had medium scores. One was relating to Council Property and documents and the score was medium because of the filing system that the Clerk had in place. Under Employment of Staff were three medium risks. One was attacks on personnel, another was the loss of key staff and the other related to lack of employee motivation. It was the attacks on personnel which was considered in depth and the Clerk explained that as a lone worker he felt rather vulnerable and had to make a split-second decision to let someone into the building. Although they could not get through further than the foyer a determined person could if they wanted to get past the glass panel separating them. We had a Lone Worker Policy, but Cllr Aldridge said that this was not good enough we needed a Lone Worker Risk Assessment. It was agreed that this aspect would have to be looked at to see if we could reduce the risk.

10 To consider whether we wish to apply for the Local Council Award Scheme and if so at what level.

- 10.1** The Clerk explained that we should not be using the Quality Council logo on any of our paperwork as this no longer existed and had been replaced with the Local Council Award Scheme. There were three levels which were:
- The Foundation Award demonstrates that a council meets the minimum requirements for operating lawfully and according to standard practice.
 - The Quality Award demonstrates that a council achieves good practice in governance, community engagement and council improvement.
 - The Quality Gold Award demonstrates that a council is at the forefront of best practice and achieves excellence in governance, community leadership and council development

The Clerk went through each level and it seemed at best we could apply for the Foundation Award but the one thing which could prevent that happening was whether the Clerk had at least 12 CPD points in the last year. One reason for this is that because of the amount of work that had to be done the Clerk no longer attended conferences or local meetings organised by the SLCC. To take this matter further the Clerk would check whether he would have to have these 12 points now to ensure we were awarded the Level.

11 Correspondence

- 11.1** There was no correspondence that was received other than what had been discussed at this meeting.

12 Any other business- *Reminder by Law – information exchange only no decisions can be made*

- 12.1** The Clerk said that he wanted to discuss the problems we were having in locking up the Community Centre when a party finished at midnight. Unfortunately, by the time for the Centre to be locked up many people were drunk and not prepared to leave at the time agreed. The most recent was this last weekend and the people did not leave until 12.30 and had to come back on Sunday to clean the Centre. The Clerk was of the view that whilst the parties gave us a good revenue the stress was more than what it was worth and wanted to know if we should honour the three parties booked for the next three weekends but then to say we would not have any more bookings except for children's parties. This weekend we had security staff in place but as this was the first time we had to reach some compromise as to what we expected them to do and for the security to know what they were expected to do. It was agreed that we should honour these three booked parties and then not take any more bookings until we had been able to reach a solution which would allow parties to be booked by charging a much higher charge and stopping them at 10 p.m. or stopping them all together.

- 12.2** There being no other business the meeting was closed at 21.41

13 Date of Next Meeting

- 13.1** The date of the next meeting – to be held **on Monday 13th March 2018 at 19.30 p.m.** at Unit 2 Pyramid Shopping Centre, Bretton.