



MINUTES

of the Executive Meeting of the Association held on
Friday 8th December 2017 at 10.30am
at the offices of Rhyl Town Council

Membership	Cllr B Roberts (Chair), Cllr H Meredith (Vice Chair), Cllr J Butterfield (President), Cllr D Hainge, Cllr H Chave, Cllr B McLoughlin, Cllr Richard Waters, Cllr B Barton, Cllr Michael Davies and Robert Robinson (Secretariat)
Remit and Authority	To consider and authorise decisions that need to be completed between Main Meetings. To agree the agenda for the next Main Meeting.

1. Record of attendance:

2.

Attending	Cllr B Roberts (Chair), Cllr H Meredith (Vice Chair), Cllr J Butterfield (President), Cllr H Chave, Cllr P Richards, Cllr Michael Davies and Robert Robinson (Secretariat)
Apologies	Cllr D Hainge and Cllr H Meredith

2. Minutes of the last meeting

The meeting approved the minutes of the last meeting.

3. Actions taken since the last meeting

The meeting considered the actions taken since the last quarterly meeting and noted the report included in the main agenda for the January meeting.

4. Financial Report

The meeting received the financial report from the secretary. (see appendix A)

5. Independent Review Panel for Wales

The meeting considered an update on the above including the following:

- A) What has been the recommended actions for Councils from both the Independent Review Panel and the External Auditors.
- B) An approach to Welsh Government to bring forward determination dates for the next time to allow time for any inclusion in budgets.



- 6. Data Protection Legislation – 25th May 2018**
The secretary had been on a course the day before. A short report was issued. See paper at appendix B.
- 7. Quarterly Meeting Agenda**
The meeting agreed the quarterly meeting agenda as per enclosed. (see appendix C)
The venue is to be the Springfield Hotel just off the A55 at Holywell to allow space for the seminar style of Quarterly Meeting.
- 8. Executive Membership**
The meeting noted that Cllr B Bertola had been elected via a by-election to Llandudno Town Council. The Executive agreed to recommend that Cllr B Bertola be asked to join the Executive.
- 9. Dates of future meetings**
To notice the dates of future meetings as follows:

Quarterly Meetings
Friday 19th January 2018 – Bay of Colwyn
Friday 20th April 2018 - Welshpool
Friday 20th July 2018 the Civic Halls of Connah's Quay.
All meetings start at 10.30am

Executive Meetings
Friday 9th March 2018
Friday 8th June 2018
10.30am start in all cases. Meetings held at Rhyl Town Council Offices.



APPENDIX A

NORTH & MID WALES ASSOCIATION OF LOCAL COUNCILS								
ACCOUNTS YEAR TO 31.3.2018								
		APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
INCOME	Membership & Meals	<u>190.00</u>		144.00	334.00			288.00
	Interest							
	Debtors							
	Other							
	TOTAL	<u>190.00</u>	<u>0.00</u>	<u>144.00</u>	<u>334.00</u>	<u>0.00</u>	<u>0.00</u>	<u>288.00</u>
COSTS	Meals		759.00				528.00	671.00
	Expenses							
	Administration							360.00
	Bank charges							
	Gavel							
	Web hosting							
	Web site							
	Translation							
	Other							
	TOTAL	<u>0.00</u>	<u>759.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>528.00</u>	<u>1031.00</u>
	BALANCE	190.00	-759.00	144.00	334.00	0.00	-528.00	-743.00
BANK	<i>Start</i>	7710.45	7900.45	7141.45	7285.45	7619.45	7619.45	7091.45
	<i>End</i>	7900.45	7141.45	7285.45	7619.45	7619.45	7091.45	6348.45
	<i>Balance</i>	-190.00	759.00	-144.00	-334.00	0.00	528.00	743.00



APPENDIX B

NOTES FROM A COURSE ON THE NEW DATA PROTECTION RULES FROM 25.5.2018

INTRODUCTION

The paper sets out the basic principles and actions needed following the introduction of the new rules on Data Protection on 25th May 2018. There will be a Data Protection Bill presented to Parliament in the summer of 2018. Details of what will be included in that Bill are unclear.

To ensure that the Council complies both Robert Robinson and Rosemary Charman attended a course held in Birmingham on 6th December 2017 administered by ECSC (specialist company)

ISSUES

The issues identified were:

- i) Comprising of emails bringing in virus
- ii) Protection of personal and company information held
- iii) Loss of personal and company data
- iv) Information on Staff, Pensions and HR matters
- v) Credit cards security
- vi) Holding of credit card and bank details
- vii) Holding information on peoples security numbers

WHAT YOU NEED TO DO

The following is what you need to do – the excuse of it not being affordable is not a defence if an incident happens:

- i) Report any breaches or compromises of your computer systems linked to the internet within 72 hours of knowing it has happened.
- ii) A written policy should be prepared with procedures. (this should be available for public inspection with regard to public bodies)
- iii) All relevant staff should be trained in the policy
- iv) The computer server should be fully protected with a complete 'firewall' – programmes such as Norton Anti-Virus are not enough.



- v) Computer updates should be programmed to take place automatically.
- vi) Back up files should be completed daily so that data is not lost in the case of a 'hack'.
- vii) Appointment of a Data Protection Officer (normally this is not the Clerk)
- viii) It is advised to have separate emails for each member of staff to restrict any infection.
- ix) Computers should be set to record a log of all activity.
- x) Private information in paper should be restricted and kept in a safe. Credit Card information (security number) should not be kept beyond its use)

IF YOU DO NOT DO IT

The important points I you do not comply are:

- i) All persons using computers could be responsible and fined if the system is not property protected and the rules complied with.
- ii) You need to comply by 25th May 2018.
- iii) Fines range between 2% and 4% of turnover – however in practise if you can demonstrate that you have done all you can fines are rarely imposed.

R A Robinson FRICS FSLCC
Town Clerk
Welshpool Town Council
6.12.2017



APPENDIX C

NORTH AND MID WALES ASSOCIATION OF COUNCILS

SEMINAR

Friday 19th January 2018

FUTURE OF TOWN AND COMMUNITY COUNCILS IN WALES



Contents of Pack

- 1. Programme for the day**
- 2. The subjects for the day**

R A Robinson FRICS FSLCC

Secretary

8th December 2017



1. Programme for the day

10.45 Introduction and purpose of the conference

10.50 What the Welsh Government is looking for in the subjects and outline of what needs to be considered

11.15 Into working 6 groups taking a subject each with a member of the executive to aid discussion

12.30 Feedback

13.00 Lunch (chat on over Lunch)

14.00 Final roundup and where we go from here

2. The subjects for the day

Those attending will be split into 5 groups so that everyone has a change to take a real part.

Each group will be facilitated by a Member of the Executive who has been briefed beforehand.

Each group will be asked to consider a specific section first and then to move onto other sections after that in order.

Please remember that the views expressed must be able to be applied to both larger and smaller councils.



The list of questions is set out below.

GROUP	Heading	Detail
RED	The Council	Should Councils be combined or clustered?
		What size should a Council be?
		If clustered how would this work?
		How many Councillors should there be?
		How would you set up combining Councils or clustering of Councils?
		Are there any issues with the Council Ward sizes or boundaries?
BLUE	Financial	Precept level – taking into account current Town and Village levels.
		Precept and how it is set if Councils are clustered.
		What about reserves to support services?
		What about Councillor allowances when the Council is larger?
		Are there any issues around assets and liabilities of each Council when the changes come into effect?
PURPLE	Duties and powers	What duties should be applied to Local Councils?
		What powers should be applied to Local Councils?
		What services should Local Councils be expected to provide?



BLACK	Staffing	How should the new head of service be appointed?
		What should be the minimum qualifications for a new Chief Officer?
		Is there a role in an enlarged Council or Clustered Councils for existing Clerks?
		What issues are there around inheriting staff from other Councils and how should it be addressed?
		What about the Pension deficits that Councils have?
		Where should the Council Offices be located and should there be more than one. ie a weekly base in outlying villages away from a town?
BROWN	Civic and culture	How would you cope with differing cultures including the Welsh Language.
		How should the name of any new Council or Cluster of Councils be arrived at?
		Are there any issues around civic ceremonies (ie some communities have a Mayor and others a Chair? For example: what about remembrance where there might be more than one memorial in a new Council area?
		How about decision making and the best way of doing this when making decisions on all of the subjects raised where there might be disagreement?