

MINUTES OF THE **SPECIAL MEETING OF THE COUNCIL** HELD ON  
**WEDNESDAY 23<sup>rd</sup> MAY 2018** AT 7.00 P.M. AT THE TOWN HALL, 9 DEVON  
SQUARE, NEWTON ABBOT

**PRESENT:**

Councillors      K Purchase (Mayor) Presiding  
                         R Jenks (Deputy Mayor)

Councillors

Mrs J Cleave	C N Parker
D Corney-Walker	M J Pilkington
C Coyle-Moore	Ms L Roberts
R Hayes	M E Ryan
D Howe	Mrs L Sheffield
Mrs A Jones	T Ward
M Joyce	

In attendance: Mr P Rowe – Town Clerk  
                         Mrs S Scott – Deputy Town Clerk  
                         Mrs A Robinson – Committee Administrator

43.      **STANDING ORDER**

Prior to the start of the meeting the Mayor informed Members that since it was a Special Meeting of the Council conducted to consider specific matters of the Council; that under Standing Order item 34 he would suspend that part of the Standing Order 14 where it referred to 'Standing when Speaking' for the duration of the meeting only.

**RESOLVED** under Standing Order 34 to suspend that paragraph of Standing Order 14 where it referred to 'Standing When Speaking' for the duration of the meeting only.

44.      **APOLOGIES**

Apologies for absence were received on behalf of Councillors Mrs C Bunday, M Hocking and Mrs S Kingdom.

45.      **INTERESTS**

None declared.

46.      **PROCEEDINGS OF FINANCE & AUDIT COMMITTEE**

The Mayor invited the Chairman of the Finance and Audit Committee to present the Minutes of the Meeting of 23<sup>rd</sup> May 2018, accordingly it was

**RESOLVED** that the Minutes of the Meeting of the Finance & Audit Committee held on 23<sup>rd</sup> May 2018 as presented by the Chairman,

Councillor C Parker, be received and approved with the exception of Minutes 18/05(39), 18/05(40) and 18/05(41).

47. **ANNUAL GOVERNANCE STATEMENT 2017/18**

Arising from Minute 18/05(39), the Mayor invited the Chairman of the Finance and Audit Committee to report on the Annual Return for 2017/18. Councillor Parker reported to Members that the Internal Auditor had completed the work thereby ensuring that the Council met its statutory requirements in approving the Annual Return by 30<sup>th</sup> June 2018.

In accordance with Accounts and Audit Regulations 2015 consideration was given to the Annual Governance Statement 2017/18, which formed Section 1 of the Annual Return (previously circulated). Arising from the consideration, it was,

**RESOLVED** that Section 1 of the Annual Return, the Annual Governance Statement for the year ended 31<sup>st</sup> March 2018, be hereby approved; signed by the Chairman and the Responsible Financial Officer and be submitted to PKF LittleJohn LLP.

48. **ACCOUNTING STATEMENT 2017/18**

Arising from Minute 18/05(40), the Mayor invited the Chairman of the Finance and Audit Committee to report on the Accounting Statement for 2017/18. Councillor Parker reported that in accordance with Accounts and Audit Regulations 2015 consideration had been given to the Accounting Statement 2017/18 which formed Section 2 of the Annual Return (previously circulated). The Chairman, offered his thanks, on behalf of the Council to the Clerk and Deputy Clerk on their work to complete the Annual Return.

Arising from the consideration, it was

**RESOLVED** that Section 2 of the Annual Return, the Accounting Statement for the year ended 31<sup>st</sup> March 2018, be hereby approved; signed by the Chairman and the Responsible Financial Officer and be submitted to PKF LittleJohn LLP.

49. **INTERNAL AUDIT REPORT 2017/18**

Arising from Minute 18/05(41) the Mayor advised Members that having considered the **Audit Report for 2017-18**, at the Meeting of the Finance and Audit Committee held on 23<sup>rd</sup> May 2018 that the Internal Audit Report 2017/18 be adopted; accordingly, it was:

**RESOLVED** that the **Internal Audit Report 2017/18** be hereby, approved and adopted.

50. **GENERAL DATA PROTECTION REGULATIONS (GDPR)**

The Mayor invited the Deputy Mayor to update Members on the arrangements for the General Data Protection Regulations (GDPR) effective from 25<sup>th</sup> May 2018 and advised Members to consider the Council's approach to implementing the regulations. The Deputy Mayor advised Members to read

the summary papers tabled at the Meeting and emphasised that all needed to take responsibility to follow the Council's procedures and guidance on the use of communication via email and the use of personal data.

The Deputy Clerk further reported that the two key documents produced by the Information Commissioner's Office (ICO) which gave guidance to Members were:

- Disclosure of personal information by local authorities to councillors
- Advice for elected and prospective councillors

Mrs Scott advised that if Members had queries that these should be sought directly from the ICO. She added that the Society Local Council Clerks (SLCC) and the National Association of Local Councils (NALC) had lobbied Government on behalf of the Local Council Sector and that subsequently Government had made an Amendment to the Regulations which no longer required Local Councils to appoint a Data Protection Officer, albeit this was considered to be good practice and in due course it was hoped that either the District Authority or County Council would appoint a DPO to cover the authorities within its boundary. Mrs Scott emphasised the two key aims of the Regulations to be:

- Ensure that Data is held lawfully
- Ensure Data is held with proper consent

The Officers would carry out further investigation into the procedures and processes need for the Council to ensure compliance with the new Regulations and would report back to Council on 6<sup>th</sup> June 2018. Councillor Cleave offered to support Officers in advising on the implementation of the requirements of the regulations due to her relevant experience and Members supported her suggestion. Following a detailed discussion among Members, accordingly it was;

- RESOLVED** that a) the Council delegate authority to the Town Clerk and Deputy Town Clerk to implement the necessary changes to ensure the Council's compliance with the General Data Protection Regulations (GDPR) May 2018;
- b) to report back to the Council with a further update on 6<sup>th</sup> June 2018 and
- c) that each Town Councillor would adopt an '@newtonabbot-tc.gov.uk' email account with Microsoft generated password for Council business.

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Chairman