

**UNADOPTED  
POLEGATE TOWN COUNCIL**



**FINANCE & POLICY COMMITTEE**

Minutes of the Finance and Policy Committee meeting held on Friday 20<sup>th</sup> July 2018  
Council Chambers 49, High Street, Polegate 9.30 am

**Present:** Cllrs D Murray, Ms A Snell, B Goodwin, S Shing, Mrs M Piper **(5)**

**Not Present:** - Cllrs D Watts, D Dunbar, M Falkner **(3)**

1 member of the public present.

Minute Number	Resolution
<b>12407</b>	<p><b>Opportunity for Public Comment</b> A resident commented that he found the new draft CCTV policies arrogant, shows no respect to this council and no respect for democracy. The issue stated that the policy was adopted at this meeting on 20<sup>th</sup> July, he stated that he felt it was a policy presented to the council for approval. He stated that the documents compared to the previous one omits the CCTV at the War Memorial recreation ground. He stated he believed they were more suited to the cameras Sussex Police in the High Street document. He stated that the duties of the Data Protection officer have not been defined and how the appointment has been made and that there were no joint policy review dates. He stated that he questioned whether this would be another set of policies which would gather dust on the shelf. The chair of the finance &amp; policy committee stated that he had noted what the member of public had said.</p>
<b>12408</b>	<p><b>Apologies for absence</b> Cllrs D Watts, M Falkner</p>
<b>12409</b>	<p><b>Declarations of interest in any items on the agenda</b> None</p>
<b>12410</b>	<p><b>Minutes of Finance &amp; Policy committee 15<sup>th</sup> June 2018</b> <b>It was resolved to accept the minutes of the Finance &amp; Policy meeting of 15<sup>th</sup> June 2018 as an accurate record of the meeting and were duly signed. VOTE All in favour Cllrs D Murray, Ms A Snell, B Goodwin, S Shing, Mrs M Piper</b></p>
<b>12411</b>	<p><b>Payments as presented for approval</b> A query was made on the toilet cleaning payment. The clerk confirmed that they had been late invoicing and sent April May and June through having been chased for the invoices. A query was raised on the taxi far. A Councillor explained that the alarm company had called/messaged both her and Chris in error, and as Chris was unable to drive he had had to take a taxi to check the security of the building. The Councillor stated that both her and the clerk had checked both buildings early the next morning, but all the buildings were secure. A Councillor stated that maybe others should have a key for staff</p>

	<p>personal safety. The chair of finance stated that the procedure may need to be checked with regards to personal safety at another meeting if required.</p> <p><b>It was resolved to accept the payments as present totaling £21,965.17 VOTE All in favour Cllrs D Murray, Ms A Snell, B Goodwin, S Shing, Mrs M Piper</b></p>
<b>12412</b>	<p><b>CCTV Policy – replacement of old and adoption of new following changes in GDPR (general data Protection Regulations)</b></p> <p>The chair of finance commented that the policy was completely new compare to the old policy. The clerk stated that they were completely new and had been prepared by the newly appointed DPO (Data Protection Officer). The chair stated that the new policy was related to the new General Data Protection Regulations. A Councillor clarified that the DPO had written them and were standard documents, the clerk replied that they had/were and that council was able to adapt if required. A Councillor asked if the DPO had drafted all policies, the clerk stated that Sussex Police had written the one for the High Street CCTV and that could not be changed but was included as the council needed to have a copy for the town council. She also stated that the town council did not have access to the footage in the High Street (police) CCTV and had to abide by the Police policy. A Councillor clarified that some policies were produced externally (as she had noted as a school governor, the schools use County Council policies). She commented that she had taken on board comments about it appearing arrogant, but that the council had not written it. A Councillor commented that there was no automatic power backup system and this may need to be looked at by the council.</p> <p><b>It was resolved to adopt the new CCTV policy as issue 5 dated 20<sup>th</sup> July 2018 VOTE all in favour Cllrs D Murray, Ms A Snell, B Goodwin, S Shing, Mrs M Piper</b></p>
<b>12413</b>	<p><b>High Street CCTV Policy – in liaison with Sussex Police (new policy - GDPR)</b></p> <p>A Councillor stated that the policy was Sussex Police’s code of practice and that if the council wished to raise anything with them, they could do so via the town clerk. A Councillor commented that the document stresses that the recorded material is not public property, public do not have access to it and the public have to go through the Sussex Police DPO if they wished to have access.</p> <p><b>It was resolved to adopt the High Street CCTV Policy (accepting the police code of practice for GDPR [General data Protection Regulations] purposes. VOTE all in favour Cllrs D Murray, Ms A Snell, B Goodwin, S Shing, Mrs M Piper</b></p>
<b>12414</b>	<p><b>Data protection training policy (new policy - GDPR)</b></p> <p>A councillor commented that it was the councillors’ responsibility to ensure the safety of personal data. The dates for training had already been arranged for staff and councillors.</p> <p><b>It was resolved to adopt the new Data Protection Training Policy VOTE all in favour Cllrs D Murray, Ms A Snell, B Goodwin, S Shing, Mrs M Piper</b></p>
<b>12415</b>	<p><b>Subject access request policy (new policy - GDPR)</b></p> <p>A councillor asked if this was for staff accessing personal data or public. The chair explained that the council may hold data on anyone (staff councillors or residents) and this policy was the means for those people to see it and to</p>

	<p>comply with the law.</p> <p><b>It was resolved to adopt the new Subject Access Request Policy VOTE all in favour Cllrs D Murray, Ms A Snell, B Goodwin, S Shing, Mrs M Piper</b></p>
<b>12416</b>	<p><b>GDPR Breach notification policy (new policy - GDPR)</b></p> <p>A Councillor commented that this was the policy for if any breach occurred. Another commented that GDPR had generated a lot of additional work.</p> <p><b>It was resolved to adopt the new Breach Notification Policy VOTE all in favour Cllrs D Murray, Ms A Snell, B Goodwin, S Shing, Mrs M Piper</b></p>

The meeting closed at 9.50 am

Signed by \_\_\_\_\_ Chair of Finance & Policy

Dated \_\_\_\_\_