

**DOWNEND AND BROMLEY HEATH PARISH COUNCIL  
MINUTES OF FINANCE & GENERAL PURPOSES SUB COMMITTEE**

MEETING HELD AT

Parish Office, Downend Library, Buckingham Gardens, Downend, Bristol BS16 5TW  
6 June 2018, 9.30am

**Present:**

**Committee members:-** Councillors Janet Biggin, Ben Burton, James Griffiths and Sheila Ottewell.

**Officer:-** Angela Hocking

*Please Note - All items detailed below are recommendations from the Finance & General Purposes Sub Committee, for authorisation by a meeting of Full Council.*

**1. Election of Chair of F&GP Committee 2018/19**

Cllr Ben Burton was unanimously appointed as Chair of the Finance & General Purposes Committee for 2018/19.

**2. Apologies for absence**

Received from Cllr Kathy Morris and Cllr Martyn Poole  
Cllr Mike Baker (not on committee) also sent his apologies.

**3. Request for Dispensations**

Received from Cllr Ben Burton in relation to item 11 (Bromley Heath Junior School request).

**4. Confirmation of Minutes of Meeting held 3 May 2018**

The Minutes were **AGREED** as a true and accurate record, and signed by the Chair.

**5. Matters Arising**

(7.1) Clerk has met on site with Chris Belcher and the locations of the cycle stands have been agreed. Utility maps have been sent to Chris and the work will be implemented in the coming days.

(13) Cllr Biggin queried the staging required for the WW1 event, which needs to be further discussed by the working group.

(15) Defibrillator at Cleeve Wood has been ordered following agreement from Peter Cipolla, Cleeve Wood Pharmacy, to have this housed on their wall. Ordinarily, the Parish Council would install a dummy CCTV camera by the defib. However, Clerk has been advised that Cleeve Wood Road Shops Committee have received a quotation for 4 CCTV cameras to cover the front area of the shops/parking. An additional 5<sup>th</sup> camera could be used to cover the defib. Obviously this would increase the quotation, but the committee request a donation from the Parish Council to help with such a project. Clerk outlined the quotations received to members. Adding a 5<sup>th</sup> camera would increase the quotation to £1600 (£1100 for a 4-way camera system).

**AGREED to ascertain additional information from the Committee, ie, who has access to the CCTV footage, permissions and consents in place, maintenance costs, ongoing running costs etc being mindful of compliance with GDPR.**

(20) Clerk is chasing Savills regarding window displays in the old Costa shop.

## **6. Internal Auditor's report re. Xero accounting**

Members were circulated with a report from Fiona Thornton. The main thing brought to light was the need for Xero to be linked with Open Play to ensure VAT is correctly accounted for.

**ACTION – Clerk and Cllr Burton will liaise on setting this up as soon as possible.**

Internal Auditor agrees that the Xero system works well and will be suitable for the Council's needs, although it is not bespoke to local government. It is suggested that further training will ensure the full potential of the system is achieved.

## **7. Localism / Sports Pitches**

**7.1 Layout drawings from Portable Building Supplies Ltd** – Members were circulated with initial layout drawings for review. Members acknowledged that the Parish Council's requirements had been generally captured. Cllr Morris has queried the storage space for Men in Sheds etc, the need for a covered area and raised concerns about whether there was enough office space. Drawings have been copied to Matt Boucher from the GFA for his technical input and advice on additional contractors that may have to be engaged for a quotation.

**AGREED to obtain a base cost for the sketch provided for the Badminton Road pavilion from Portable Building Supplies Ltd.**

**AGREED to confirm if adequate security measures have been taken into account, ie, shutters on the windows, anti-vandal paint, how gutters/downpipes are secured, prevention of access to roof by raising the roofline etc. Also, the anticipated lifespan of the build.**

**AGREED to organise a Sports Pitch Working Group meeting once this information has been obtained.**

## **8. Community Garden at Westerleigh Road**

Following agreement at full Council, clerk has asked Prestige Grounds to provide a quotation to take over the maintenance of the community garden at Westerleigh Road. However, since this time, D&BH in Bloom have confirmed that they will maintain the garden. **Noted.**

## **9. Request from Cllr Baker re. printing facilities**

Cllr Mike Baker advises that he regularly prints off documentation in readiness for the Planning Committee meetings. As such, he has purchased his own printer for this. Unfortunately, the printer is no longer working and he has purchased a new machine. Cllr Baker has asked the Clerk if the Parish Council would consider funding towards the new printer.

Clerk outlined that several years ago, a similar request was made by members for the Parish Council to fund paper and printer cartridges for councillors. After seeking advice from ALCA, it was considered that all printing of Parish Council work should be carried out at the parish office, either by visiting the clerk in person or by emailing documents that require printing. It is not practical to supply members with printer ink or printers themselves, as these would not necessarily be used solely for Parish Council business. However, the advice of ALCA is that a pack

of paper could be provided from time to time, as long as a record is kept of this to ensure that it fulfils the requirements of the specific job/role.

**AGREED that with the move over to individual tablets for councillors and the provision of a projector for meetings, less printing will be necessary. It was noted that all members and the Clerk will have to adapt to this new way of working, to be compliant with GDPR.**

#### **10. Knit and Natter request**

Knit and Natter members have requested that additional teddy bears are purchased for the hospital project. The group have donated £209.52 which has been paid into the Parish Council's bank account. Clerk sought agreement from members to order a further 72 bears which will cost £209.52.

**AGREED to proceed with an order for an additional 72 teddy bears, as detailed.**

#### **11. Request from Bromley Heath Junior School**

Clerk has contacted Bromley Heath Schools advising them of the Parish Council's proposal to fund banners outside the school. However, the school has responded requesting that such a grant is used to help fund their plans for a sensory garden instead.

Ordinarily, the money the school receives is used to sustain their curriculum and they need to resort elsewhere for sponsorship for other things needed to encourage, assist and boost the children in their care. The sensory garden has been identified as a vital project and has been costed by the school gardener at £3760. Donations are being sought from parents and staff for planting etc

and volunteers will be sought from the wider school community to help the children with their vegetable patches etc during a lunchtime gardening club.

**AGREED to support this project in the sum of £500 to purchase sleepers, as shown in the quotation received. (This will not be taken from CIL funds as was originally considered with the banners).**

#### **12. Update following request from Bromley Heath Neighbourhood Watch (BHNW)**

The GONE graffiti initiative has been clarified with South Glos Council. SGC say that the Council already has a graffiti team who clear graffiti from Council owned assets, with a target response time of three working days. SGC will be looking to continue with this for graffiti removal from their own assets. They charge £60 per hour when carrying out work on private land. (D&BH PC has recently called upon the team and the graffiti on the seat within King George V has been successfully carried out).

If BHNW are going to be removing graffiti from privately owned property, this would need to be in agreement between Downend Men in Sheds and the property owner. There are liability issues, should any damage occur during graffiti removal, either due to damage by the graffiti removal chemicals or removal of mortar and surface coatings by the pressure washer. There are also health and safety considerations in terms of the use of chemicals, working near the highway, excluding the public from working areas and environmental considerations if working near water courses or other sensitive areas.

SGC purchase their chemicals from Aquarius Solutions who offer a full training programme and on-going support as part of their service.

Clerk has met with Bill Crocker who is keen to run a joint promotional project with Downend Men in Sheds, especially targeting companies like BT to ensure that the kiosks or Openreach cabinets can be quickly cleaned where necessary and to avoid future recurrences. After discussion by members,

**AGREED that, if this project were to proceed, it would need to be a joint initiative solely between Downend Men in Sheds and BHNW, not the Parish Council.**

### **13. Skatepark refurbishment**

Quotations for the refurbishment works to the skate ramps have been requested from three companies. To date, the only quotation received is from Urban Recreation in the sum of £2260. This company were appointed by SGC when the skatepark was last refurbished. Other companies have been chased for a response on several occasions, but still no prices have been received.

**AGREED to proceed with the quotation from Urban Recreation in the sum of £2,260.  
ACTION – If Council is in agreement to this price, Clerk will attempt to get SGC on site at the same time (tarmac works) during mid-week in the period leading up to the school holidays.**

### **14. GDPR**

ALCA advise that councillors should be aware of any personal data held on their own computers, (eg, names and addresses of residents contacted about planning matters, or for election canvassing). By having a Council owned tablet and by the use of G Suite, this will ensure compliance of members in the undertaking of Council business (see item 15 below).

**It is noted that work is ongoing but significant progress is being made to comply with the new legislations.**

#### **14.1 Policies for adoption – Various draft policies were circulated to members.**

**AGREED to accept the following policies, as written:**

- Retention and Disposal Policy**
- Information & Data Protection Policy**
- The Management of Transferable Data Policy**
- Social Media and Electronic Communication Policy**

**AGREED to produce a written document of what the Parish Council has done in relation to GDPR and how this has been achieved, in accordance with Article 30.**

#### **14.2 To discuss how to handle subject access requests and form a model procedure –** Cllr Burton was able to provide information on this and the necessary procedures will be documented for D&BH PC in due course.

**14.3 Ensure correct procedures in place to detect, report and investigate a personal data breach, and establish a Data Security Breach reporting structure – as in 14.2 above.**

**14.4 Information Commissioner’s code of practice on Privacy Impact Assessments and how/when to implement them – as 14.2.**

**14.5 New Model Standing Orders for adoption –** Members were circulated with the new ‘model’ and the existing 2017 D&BH PC Standing Orders.

**AGREED to review and adopt new Standing Orders alongside the introduction of tablets for councillors and the use of Google Docs / G Suite, enabling the Standing Orders to reflect Council’s newly adopted way of working. As such, the current version of Standing Orders will apply until that time.**

**14.6 Risk Management Review –** Clerk has updated all the Council’s Risk Assessments and created a ‘General’ document, in addition to a Risk Assessment for the Gromit event throughout the summer, which were **AGREED**.

**ACTION – copy of Risk Management to be placed in GDPR folder.**

**AGREED – Once all formalities have been completed in relation to GDPR, this should be put on the full Council agenda every quarter to document access requests/breaches etc.**

**15. Costs for the purchase of ‘tablets’, as agreed at full Council, May 2018**

Clerk has researched tablets online and compared similar tablets for sale from PC World, Amazon and John Lewis. It has been identified that John Lewis offers best value. As such, Clerk has approached the business department to obtain prices for:

- Asus ZenPad 10
- Asus Z380M
- Samsung Galaxy Tab E

The Samsung Galaxy Tab E tablet, quad core, android 8GB can be purchased at £139.95. The Logitech Universal keyboard can be used with this at £39.99 each. Total price for 13 tablets and 13 keyboards £2,339.22.

Alternatively, a discount is being offered on the Asus Z380M which is advertised for £139.95 per unit but can be offered at a discounted rate of £131.59 per unit. In addition to the keyboards, the cost equates to £2,230.54. Quotations valid for 7 days.

**AGREED to proceed to purchase 13 tablets and associated keyboards as agreed at full Council in May. Clerk will send the relevant links to both Cllr Burton and Cllr Griffiths for their recommendation prior to order.**

**ACTION – Clerk to enquire as to insurance cover on our existing Hiscox policy rather than the insurance cover via John Lewis.**

**AGREED to look into the purchase of stickers for the ipads and cases, ie, property of D&BH PC and tablet number etc.**

**16. Any other business**

- Cllr Burton circulated a draft letter to be sent to both D&BH in Bloom and Downend Men in Sheds, which was **AGREED**.
- The initial trial for Insightly expires in two weeks.  
**AGREED that Clerk will subscribe to the PLUS plan at \$29 (approx. £21.60)**
- Google Chrome browsers will begin to flag every website that does not use HTTPS encryption. 123 Reg are offering 50% off for D&BH PC to obtain an SSL certificate.  
**AGREED that investigations on pricing will be undertaken and Downend & Bromley Heath Parish Council will obtain an SSL certificate.**
- Cllr Kathy Morris has requested that a Parish Council working group is set up in relation to traffic issues.  
**AGREED to take to Full Council in June.**
- Melissa Cooke has asked to continue to use the Westerleigh Road entrance to King George V as a meeting place/warm up area for 5K/10K training. **AGREED.**
- Cllr Biggin questioned how the 20mph will be policed. Cllr Biggin will be attending the PCC forum on 7 June.
- Discussions took place on whether to wait until the pavilions are built before changing the litter/dog bins.  
**AGREED that the vast majority of the bins are not adjacent to the pavilion so this would not have a significant impact.**

**17. Date and time of next F&GP Committee meeting**

Monday 16 July, 9.30am in the Parish Office.

**Chairman:**

**Date:**