

# Whittington Parish Council

## FINANCE AND EXECUTIVE COMMITTEE

Minutes of the Meeting of Whittington Parish Council's Finance and Executive Committee held on Tuesday 21<sup>st</sup> August 2018 at 6.15pm in the Senior Citizen's Hall, Whittington.

Councillors Present: Jill Whitby, Frank Davies, Greg Hickman, Paul Jones

Also in attendance: Mrs A Jones (Clerk)

<b>1.18.FE</b>	<b>ELECTION OF CHAIRMAN</b>  It was <b>RESOLVED</b> to elect Councillor Greg Hickman as Chair of the Committee.
<b>2.18.FE</b>	<b>APOLOGIES FOR ABSENCE</b>  All present – no apologies received.
<b>3.18.FE</b>	<b>DISCLOSABLE PECUNIARY INTERESTS</b> Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. <i>[Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable interest, whether or not the interest is entered in the register of members' interest maintained by the Monitoring Officer]</i>  None declared.
<b>4.18.FE</b>	<b>STAFFING MATTERS</b> <b>Pension</b> <ol style="list-style-type: none"><li>Note the Welcome Letter from the National Employers Savings Trust (NEST) <b>RESOLVED</b> to note.</li><li>Sign the Mandate Form to set up monthly pension payments by Direct Debit <b>RESOLVED</b> to sign and return the mandate form to enable monthly payments to the pension provider to be paid by Direct Debit.</li></ol> <b>Contract of Employment</b> <ol style="list-style-type: none"><li>Consider the Terms laid out in the Contract of Employment based on the NALC/SLCC Template The Committee considered the Contract of Employment and subject to the agreed amends it was <b>RESOLVED</b> to <b>RECOMMEND</b> to full council that a copy be issued to the Clerk.</li></ol> <b>Staffing Policies</b> <ol style="list-style-type: none"><li>Consider the draft Staffing Policies and Procedures The policies and procedures were discuss and it was <b>RESOLVED to RECOMMEND</b> that the Policies and Procedures be adopted by the Council.</li></ol>
<b>5.18.FE</b>	<b>GDPR</b> <ol style="list-style-type: none"><li>Consider the Recommendations in the Clerk's Report</li><li>Review the Privacy Policy and Privacy Notice and make recommendations to Full Council</li><li>Review the Retention of Documents Policy and make recommendations to Full Council</li><li>Review the Subject Access Policy and make recommendations to Full Council</li><li>Review the Data Management Policy and make recommendations to Full Council</li><li>Review the Security Incident Response Policy and make recommendation to Full Council</li></ol>

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	Items a – f were considered by the committee and it was <b>RESOLVED to RECOMMEND</b> that all policies be adopted and policy notices be put in place to ensure GDPR compliance.
<b>6.18.FE</b>	<b>DATE AND TIME OF NEXT MEETING</b> To agree the date and time of next meeting <b>Tuesday 25<sup>th</sup> September – 6.30pm.</b> <b>Tuesday 19<sup>th</sup> February – 6.30pm.</b>  An extra meeting to be called prior to the February meeting, if required.

Meeting closed: 18.50