

Report from F & GP for May PC meeting

1. Table in RR and photocopier have been disposed of
2. Dog poo bin still to be scrapped
3. Surveyors to be engaged to carry out a rebuild valuation on the 2 PC properties and Library for Annual Insurance purposes, Clerk to gather quotes for the June/July meeting.
4. Risk register updated
5. PO & Village Shop advice/consultancy initially from Dorset Growth Hub and then engaging a consultant with advice on social media and website has been arranged, advice would be for 12 months at a cost of £50 per month. This would be funded by the PC using the £1000 pledged donation to assist the PO & Village Shop, website and social media advice yet to be costed. D52Ltd (consultant) has agreed to commence the advice for the PO, prior to the payment of the service being agreed at the May PC meeting.
6. To consider the Audit and Action Plan to comply with the updated General Data Protection Regulations (GDPR)

The Clerk had supplied the F & GP meeting with the following documents to consider these were gathered from other Town Clerks who had completed this process and were happy to share:

- i. SLCC GDPR checklist
- ii. Information Audit 2018
- iii. Personal Audit Questionnaire (Clerks and Cllrs to complete by 25th May)
- iv. Privacy Notice for Staff and Councillors
- v. Privacy Notice for General Public
- vi. Consent Form
- vii. Privacy & FOI policy

Each document was considered and agreed by F & GP, all documents need to be agreed by the PC and completed by the 25th May. This will also be an item for the next BVN.

It has been announced that Parish Councils do not need to employ an external DPO so the Clerk can be the Data Protection Officer in addition to their current duties.

7. To consider an arrangement for Holiday lets/properties and cottages to support the Village to keep it maintained by the BB Volunteers-A letter was sent to holiday homes and local holiday letting companies asking for some support, the PC have received some positive feedback to this request to. It was agreed £10 per cottage per annum as a suggested donation to the funding of the Volunteer tools, equipment and any expenditure in order to continue to maintain the village.
8. To consider the Standing Orders-these were considered and updated accordingly to add further clarification to decision making on planning applications
9. To consider Financial Regulations- considered, no changes at present

10. To discuss the new External Audit – The Clerk explained that new external auditors had been appointed PKF Littlejohn. The Annual return is broadly the same but the return date is earlier. One change on the previous auditor is that you are required to explain your reserves if your reserves are more than double the precept. This is the case for Burton Bradstock at this time.
11. AOB- Andrew Bailey having the appropriate spraying qualifications and insurance will look into undertaking the village spraying when required, the Clerk will supply a plan/list of areas in the village.

BBPC Clerk

09-05-18