

**CLERK'S REPORT**

1. **ELECTION OF CHAIRMAN**
2. **APOLOGIES FOR ABSENCE**
3. **DECLARATIONS OF INTEREST**
4. **DISPENSATION REQUESTS ON MATTERS IN WHICH MEMBERS HAVE A PECUNIARY INTEREST**
5. **CURRENT INCOME AND EXPENDITURE TO DATE**

Members are asked to note the current income and expenditure report

**6. IT AUDIT**

Previously as has been agreed as to what the IT report is to consist of in the form of sixteen questions. I have contacted the following IT companies with copies of the sixteen questions

a. **Stephen Hall Business Systems(SHBS)**

SHBS currently provide the council with an ad hoc IT service based on an hourly rate. They are very responsive and can usually resolve issues the same day. SHBS are a well established company located in Wigston.

SHBS would charge £207 however they would not be able to provide a security penetration test as they do not have that capability nor would they be able to advise on the implications of the Data Protection Act (one of the sixteen questions)

b. **IT Services Connected**

IT Services Connected is a Lutterworth based company who provide IT Services to large and small companies. They used to provide IT support to LTC.

IT services Connected would provide the report free of charge. They would also present their report in person in order to answer any questions. The reason for this is that they are extremely keen to win back our services.

c. **Astley Computers**

Astley Computers are located in Broughton Astley and provide IT support for a lot of Parish Councils and also the LRALC in Leicestershire. Their comments were that the questions were overkill and wouldn't be submitting any quotes.

d. Edge IT

Edge IT are a Coventry based company who specialise in providing IT support to medium to large Town and Parish Councils. They currently provide our VOIP telephone system and broadband they have quoted £724 which includes 2 visits to the office and the security penetration test .

Summary

I would like to recommend that we commission 2 reports. One from IT Services Connected (at no cost) and also Edge IT as it will be interesting to see if there is any difference in the reports from a company experienced in dealing with Town & Parish Council against one who isn't. I'm also of the opinion that nothing in this world is free. We have budgeted £700 towards a report and currently have £4,250 in earmarked reserves to replace equipment

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

The General Data Protection Regulation ("GDPR") will take effect in the UK from 25 May 2018 (although the regulation is still being debated in parliament). It replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection regarding how their personal data is used by councils. Local councils and parish meetings must comply with its requirements, just like any other organisation. There is advice from the LRALC that The Clerk **could** be the Data Protection Officer however speaking with colleagues of larger Parish and Town Councils the role of the Data Protection Officer it would be better to outsource this role and make the Clerk the Data Controller as the role of the Clerk is the day to day processing of data as is the rest of the clerical staff.

- a. Outsource – LRALC are in the process of providing costs and NALC Costs are attached. There may be other companies offering this service
- b. Allocate to another Clerk from another Parish

At this stage it would make sense to look at outsourcing the role of the DPO for 12 months until we know the implications on the GDPR obviously dependant on cost which when known will be presented to Council. The best advice I've received is don't panic. As long as we are making progress it is unlikely that the ICO will hold us to task when there are bigger fish to fry

8. **FINANCE TRAINING COURSES FOR COUNCILLORS & STAFF**

The LRALC is running two training courses on the subject of finance.

5<sup>th</sup> July 10am to 1pm                      Budget and Financial Management

5<sup>th</sup> July 14.30 to 16.30                      Finance for Councillors

Any members of the Admin, Finance and development committee who wishes to attend please let me know at the meeting

**9. REVIEW OF FINANCIAL REGULATIONS**

The Financial regulations need reviewing. There are no recommended changes to financial regulations

**10. REVIEW OF FEES AND CHARGES**

Please find attached our current fees and charges. There are no recommendations to increase the charges at present.

**11. ASSET REGISTER – ITEMS FOR WRITE OFF**

We have been very busy updating the asset register and its 99% there. I wish to recommend that the following items are written off the asset register

| ITEM                                   | QTY | Ins Value | Purchase Cost | Reason for Write Off              |
|--|-----|-----------|---------------|-----------------------------------|
| Fellowes Power Shredder 120            | 1   | £320.00   | £199.00       | Item has already been disposed of |
| Netgear ADSL Modem,<br>Firewall Router | 1   | £65.00    | £54.99        | Not required                      |
| HP Pro K5400 Printer                   | 1   | £51.84    | £51.84        | Item already disposed of          |
| Kompan Suspension Swing                | 1   | £1,225.50 | £1,225.50     | BER                               |