

**MINUTES OF THE ADMINISTRATION, FINANCE & DEVELOPMENT COMMITTEE
MEETING HELD ON 25 SEPTEMBER 2018
AT THE COUNCIL OFFICES, COMMENCING AT 7.00PM.**

Present Councillors T Hirons (Chairman), R Coleman, B Howes,
D Jones & P Toye
Town Clerk – Mr A Ellis

1. APOLOGIES FOR ABSENCE

Apologies received from Cllr's R Cable, J Gardner, B Poulter, G Robinson and B Zilberts

2. DECLARATIONS OF INTEREST

None were received

**3. DISPENSATION REQUESTS ON MATTERS IN WHICH MEMBERS HAVE A
PECUNIARY INTEREST**

None were received

4. CURRENT INCOME AND EXPENDITURE TO DATE

The Income and Expenditure report was noted by Members.

Cost of St Mary's green waste disposal would be examined during estimates and budget setting. Cemetery drainage works were complete and had come out of earmarked reserves which again would be examined during the estimates and budget setting

5. IT AUDIT

The staff were extremely happy with the new IT Equipment and the professional approach by Edge IT. All password and access rights can now be changed by Edge IT but should councillors need access this has to be agreed by resolution

6. GDPR REGULATIONS

A draft policy document was discussed, and it was **RECOMMENDED** that the policy be adopted by Council.

7. SUMMONS BY EMAIL

It was noted that legally councillors could receive summons (including agendas) by email should they so wish. After a lengthy discussion it was **RECOMMENDED** that:-

- a. Summons and agendas can be sent to councillors should they so wish by signing an appropriate form.
- b. No printing costs (including paper) to be reimbursed
- c. A dedicated email address can be issued upon request using the Town Council domain name (@lutterworth.org.uk)
- d. The Clerk to cost the price of a large screen tv monitor in order to display agendas and planning application plans

8. BUS SHELTER DAMAGE

Members noted the clerks report and agreed to claim from the councils insurance

9. STAFF TRAINING BUDGET

As directed by the Council it was **RESOLVED** to increase the staff training budget by £2,500 and to review the budget at the budget and estimates meeting.

Meeting closed at 7.40pm.

Signed.....

Dated.....