

CLERK'S REPORT

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

Members are asked to note the current income and expenditure report

5. **IT AUDIT**

Edge IT have now completed installing the new IT equipment and new setup. All data is now cloud based apart from the accounts which is on Carols computer but backed up overnight on the cloud. Email addresses remain the same with the addition of enquiries@ which is now the published public contact email address which all three of us can access via our own pc's and should the office be closed for whatever reason the councils ipad has been set up to receive enquiries@ emails.

Staffing and other confidential data is held separately on the cloud and is only accessible by myself. All PC's have a pin code which can be changed by Edge IT and all previous software is up and running. At any time, Edge IT can change any of the settings.

All staff are very happy with the new setup.

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

With more hype than the millennium bug, the GDPR panic is starting to die down. With the new IT setup in place we have a system in place which meets the requirements of GDPR. We do need a new policy on Data Protection and Carol and I have been working on a draft policy attached. It has been cribbed from various Town/Parish Councils and in our opinion ticks the GDPR box and is easily understandable.

7. **SUMMONS BY EMAIL**

Electronic Service of Summons is now a reality and those Councillors who are happy to receive their "summons" (i.e. the agenda which also formally calls them to the meeting) electronically can now legally do so.

However, Councillors must give their permission individually, and any Councillor who does not wish to receive their summons electronically must be served their summons using the traditional methods.

LRALC has a pro-forma which Councils can use to record this explicit permission from individual Councillors.

Of course, this raises issues such as costs of printing at home and some parish/town councils provide ink and paper or repay councillors costs. Others provide cheap tablet devices with a strict policy on usage.

8. **BUS SHELTER DAMAGE**

As previously reported via email the bus shelter by the petrol station on Leicester Road was damaged by a lorry. Disappointingly, the police have not been able to trace the lorry despite CCTV being available. The quote from Queensbury Shelters is £929.12 A decision is needed on whether to claim on council insurance with an excess of £500 or to pay for the damage from the budget.

STAFF TRAINING BUDGET

As directed by Council this committee is to make a decision on the amount to be added to the training budget.