



Minutes of the Annual Meeting of Sandown Town Council held on Monday 21st May 2018 at 7.00pm in The Broadway Centre, Sandown, Isle of Wight PO36 9GG.

PUBLIC QUESTIONS

Public questions included public disorder at Town Council meetings, the election of the Mayor and a previous public statement.

POLICE

The attending PCSO's provided information and advice and answered many questions raised by the council and the public.

Present: Mayor Cllr Ray Patel
Cllrs: Andre, Brading, Cowley, Dupre, Humby, Lawson, Lightfoot, Mereweather, Teasdale, Ward and Young.

In attendance: Town Clerk Tina Bailey, members of the public and two PCSO's.

1668/18 ELECTION OF MAYOR

Nominations:

Cllr Andre proposed by Cllr Lawson seconded by Cllr Humby

Cllr Mereweather proposed by Cllr Dupre seconded by Cllr Ward

Voting by signed ballot requested by Cllrs Ward and Cowley

RESOLVED

Cllr Mereweather is elected Town Mayor.

1669/18 TO RECEIVE ACCEPTANCE OF OFFICE

Cllr Mereweather duly signed the Acceptance of Office.

1670/18 ELECTION OF DEPUTY MAYOR

Nominations:

Cllr Brading proposed by Cllr Mereweather seconded by Cllr Patel

Cllr Andre proposed by Cllr Lightfoot seconded by Cllr Humby

Voting by signed ballot requested by Cllrs Ward and Cowley

RESOLVED

Cllr Brading is elected Deputy Mayor

1671/18 TO AGREE REPRESENTATIVES TO OUTSIDE BODIES BASED ON PREVIOUS YEAR

- Police Liaison Working Party –Cllrs. Ward, Cowley, Humby , Patel and Mereweather
- Isle of Wight Waste Management – Cllr Cowley
- Sandown Forum – Cllr Humby and Andre
- IWALC – Cllr Andre
- South Wight Parishes Health Forum – Cllrs Andre and Ward.

1672/18 TO RECEIVE ANY APOLOGIES FOR ABSENCE

None

1673/18 DECLARATIONS OF INTERESTS

1 To receive any declarations of pecuniary and non -pecuniary interests

IW Ward Cllrs Andre, Brading and Ward declared interests in any matter relating to the Isle of Wight Council.

2 To receive and consider granting any written requests for dispensations.

None

1674/18 MINUTES OF THE PREVIOUS MEETINGS

To approve the minutes of the previous Town Council meetings held on 30th April 2018 and 8th May 2018.

Cllr Lawson disagreed with the summary of minute.1666/18 re: Town Plan. The Clerk advised again that the minutes are a record of the formal decisions of the Town Council; they are not reports or records of verbatim reports by councillors and the resolution was accurate.

RESOLUTION

The minutes of the meetings held on 30th April and 8th May 2018 are approved.

1675/18 TO AGREE THE MEETING DATES FOR THE FORTHCOMING YEAR.

RESOLVED

The following meeting dates for 2018/19 were approved.

Meeting Dates 2018 / 2019												
	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Full Town Council	18	16	none	17	15	19	17	21	18	18	15	20
Planning / other If necessary	4	2	none	3	1	5	3	7	4	4	4	6

1676/18 REGISTER OF INTERESTS – REMINDER FOR COUNCILLORS TO REVIEW AND UPDATE IF NECESSARY

Noted

1677/18 FINANCES

1. To agree schedule of payments

RESOLVED

Payment schedule agreed

2. To agree insurance quote

RESOLVED

Insurance quote for £4000.00 agreed.

3. To receive the Internal Auditors Report

Deferred until 4th June

4. To receive the bank reconciliation

Not available

5. To receive expenditure against budget for April 2018

RESOLVED

Expenditure against budget noted

6. To note authorised bank signatories

Noted: Cllrs Mereweather, Teasdale, Young, Cowley and Town Clerk

1678/18 REPORTS

1.Clerk's report with updates on Town Council business.

- Min: 1633/18(2) Broadway Centre -donations in lieu of hire charges.
The Clerk confirmed that as stated in the VAT reports, donations towards a charity or named project can be accepted but specific amounts of money cannot be asked for. As the council was unable to agree any decision on a specific project, the public were asked to email their suggestions.
- Painting of all toilets will be started 4 weeks time.

SANDHAM GARDENS

- Consultation– posters have been photocopied for anyone who wants to put one up and will also be put in the County Press
- Playground – repairs and surface finished and painting continuing, with additional paint ordered. The newly laid surface is now insured.
- Small skatepark being installed as soon as the fencing work is undertaken.
- Main skatepark. The ramps have been painted and work dealing with rust on the seams of the ramps will be undertaken shortly and the seats painted.
- A few panels of fencing around the MUGA need repair.

GDPR – GENERAL DATA PROTECTION ACT

The Clerk presented a report (as appended to these minutes) and provided copies of policies for review and adoption at the meeting on 4th June 2018.

TOILETS

Yaverland toilets

- Two new baby changing units have been installed.
- External shower and taps –the water supply to the taps was disconnected in the autumn 2017 due to the water bill of £1000. It is noted that the water supply to the showers is unaffected and that the most recent bill for all the water used at this block was £1400.

Eastern Gardens

The cleaners have notified that the pigeons are starting to try and roost again.

St John's Rd

Damage reported in the men's toilets with tiles knocked off.

Complaints received regarding the general state of disabled toilet – our maintenance man has undertaken a deep clean which has helped its general appearance.

SUGGESTED

That quotes for installing valves limiting the flow of water at Yaverland should be obtained and that installing coin operated door for toilets in St John's Rd could be considered. Future agenda item.

FINANCIAL

- **VAT refund** –Registration progress is ongoing.
- **Sale of Land** at Broadway Centre – cannot be progressed until the VAT Option to Tax has been completed.
- **A national pay rise** of 2% was awarded commencing April 2018 and salaries will be backdated accordingly
- **Audit** –an extension to complete the Annual Return by the 25th June has been granted. The formal acceptance of the Annual Return will be on 18th June along with presentation of the 2017/18 accounts

BROADWAY CENTRE

- Various snagging issues have been dealt with by the office but the new caretaker is now assisting with this process.
- The painting of the external render of the building is due to start on 23rd May weather permitting.
- There are some outstanding issues requiring STC decisions. For expediency, and to open the centre for public use, the Clerk suggested a working party of interested councillors should meet to discuss and make recommendations for ratification by the full Town Council at the June 18th meeting. Date for meeting to be arranged.

CORRESPONDENCE

- Sandown Medical Centre – closing to all new patients for 1 year –letter noted.
- Street Furniture application – The Beach Cafe- 9 Pier Street – no comments

NEXT MEETING

- An additional Town Council meeting will be called for Mon 4th June to make a decision regarding Sandham Gardens planning permission P/00521/18, variation of lease and Adizone as deferred from the previous meeting (min:1622/18)
The agenda will also include any other planning applications received and two other statutory requirements: GDPR adoption of policies and Internal Auditor report and signed AGAR part 3.

2. Councillor's reports

Individual reports were received and noted

3. To note IW Councillors written reports

Were received and noted

4. Reports from Representatives on Outside Bodies.

Were received and noted

1679/18 TO AGREE THE COMPLETION OF THE CCTV AT THE BROADWAY CENTRE

A quote was presented as the final part of the security arrangements at the new building.

It was requested that a second quote be obtained for comparison.

RESOLVED

That a second quote be obtained and presented at the next monthly meeting.

1680/18 TO AGREE PROVISION OF A NEW WEBSITE

Deferred from minute no:1647/18.

RESOLVED

That the provision of a new website should now proceed.

The Mayor closed the meeting.

Mayor.....

18th June 2018

1. PURPOSE OF REPORT

This report is to update Councillors on the new General Data Protection Regulations, which come into force on 25th May 2018 and supersedes the existing Data Protection Act 1998. Local Councils must comply and arrange for the control of personal data held and processed by the Council (the Data Controller). Please note that since the regulations are still processing through Parliament and the new legislation is not yet on the Statute book

2 DETAIL

The concepts and principles are very similar to the current Data Protection Act 1998, in that personal data must be processed lawfully, fairly and transparent; used only for specific purpose; accurate and up to date; retained no longer than necessary and processed in a manner that ensures appropriate security and protection. However, Councils will have to do some things for the first time and do others differently. Changes include new reporting requirements, increased fines & penalties, new rules on obtaining consent and writing privacy notices.

Other changes to note:

- Staff must have suitable training (*Clerk has undertaken training session on 26th April organised by IWSLCC and staff will be advised accordingly by the Clerk.*)
- All Councillors and staff to use a Town Council e-mail addresses – Town Councillors pending new website. *Suggest temporary separate emails for council purposes until new website arranged.*
- The Town Clerk is appointed as the Data Protection Officer.
- The £10 charge for a data subject access request has been removed
- The Council must now respond to a Subject Access Request (SAR) within a calendar month
- Councils will no longer register with the Information Commissioners Office (ICO) but will be required to pay an annual fee. The fee (yet to be set) will be based upon the size of the Council, the amount of data it processes and annual turnover.
- Breaches must be notified to the ICO normally within 72 hours
- Failure to comply with GDPR places significant risk with fines of £17m or 4% of global turnover, whichever is the greater

3 ACTION

Current

- Audit of data held by STC is being conducted
- Staff training on Weds 23/5/18

For resolution at the next meeting

- Privacy Notice (for publication to explain GDPR to our residents)-*draft*
- STC GDPR Policy -*draft*
- Employee Privacy Policy-*draft*
- The Town Clerk is appointed as the Data Protection Officer.

Pending

- Review of current Data Protection Policy and Retention of Documents Policy
- Draft of a Media Policy

Future:

- Conduct a data protection impact assessment (DPIA) before undertaking new projects or initiatives
- Review in one year

Councillors may also find the ICO website useful:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

