



## STOTFOLD TOWN COUNCIL

Dear Councillor, you are hereby summoned to attend:

**A MEETING OF THE TOWN COUNCIL, ON WEDNESDAY 4<sup>TH</sup> APRIL 2018, AT 7.00PM, IN  
THE COUNCIL CHAMBER, GREENACRE CENTRE, STOTFOLD**

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### **AGENDA**

1. **Mayor's announcements and civic attendance**  
See Agenda Report.
2. **Disclosure of Members Interests on matters contained in this agenda**  
To receive from Members any disclosures of personal or prejudicial interests on matters contained in the agenda. Members are reminded that if at any time during the meeting they feel they have an interest in an item being discussed, they should declare it at that point.
3. **To receive apologies for absence from Town Council Members.**
4. **Oral questions from Electors**  
Up to 3 members of the public will be given 3 minutes each to speak, after giving notice of their wish to do so to the Town Clerk prior to the meeting. Order of speakers will be in order of notification to the Clerk.
5. **Council minutes**  
To note and sign as a correct record, the minutes of the Council meeting held on Wednesday 7<sup>th</sup> March 2018.
6. **Clerk's Report and Matters Arising for Information**  
See Agenda Report.
7. **Correspondence received for information**
8. **General Data Protection Regulation – Data Protection Officer**  
To appoint a Data Protection Officer. See Agenda Report.
9. **To receive a report from a Central Bedfordshire Councillor on matters pertaining to Stotfold**
10. **To receive a report from Member and Nominated Representatives on outside bodies**
11. **To receive a report, copies of minutes and recommendations from the Town Plan Implementation Group**
12. **Arlesey Road project & relocation of Football Club**

### **13. Monthly accounts**

- i) To approve the list of payments in the Expenditure Report for April 2018 and note income received during March 2018 in the Income Report (all to be presented)
- ii) To review and note the Committee Budget Report for month end March, together with the explanation of significant budget variances report and the bank balances as at end March 2018 (all to be presented)

### **14. Committee minutes**

#### Recreation Grounds, Public Lands & Lighting Committee

- Members of the Recreation Grounds, Public Lands & Lighting Committee will be asked to confirm that the minutes are a correct record of the meeting held on Wednesday 14<sup>th</sup> March 2018.
- Members of the Council will then be asked to note the minutes of the Recreation Grounds, Public Lands & Lighting Committee meeting held on Wednesday 14<sup>th</sup> March 2018. See Agenda Report for Recommendation.

#### Cemetery Management Committee

- Members of the Cemetery Management Establishment Committee will be asked to confirm that the minutes are a correct record of the meeting held on Wednesday 21<sup>st</sup> March 2018.
- Members of the Council will then be asked to note the minutes of the Cemetery Management Committee meeting held on Wednesday 21<sup>st</sup> March 2018. There were no recommendations to Council.

#### Buildings Management Committee

- Members of the Buildings Management Establishment Committee will be asked to confirm that the minutes are a correct record of the meeting held on Wednesday 21<sup>st</sup> March 2018.
- Members of the Council will then be asked to note the minutes of the Buildings Management Committee meeting held on Wednesday 21<sup>st</sup> March 2018. There were no recommendations to Council.

### **15. Questions from Electors on items arising from this evening's meeting**

### **16. Items for information purposes only**

*KA Elliott-Turner*

**Mrs KA Elliott-Turner  
Town Clerk**

27<sup>th</sup> March 2018

To: All Stotfold Town Councillors, Central Bedfordshire Council Ward Members, representative of the press and electorates of Stotfold

# COUNCIL AGENDA REPORTS

<b>AGENDA ITEM 1</b>	<b>Meeting date: 4<sup>th</sup> April 2018</b>
<b>Mayor's announcements and civic attendance</b>	
<b>Invitations received</b>	
11 <sup>th</sup> April	Leighton Linlade Town Mayor's Charity Big Band Concert – apologies sent
15 <sup>th</sup> April	Houghton Regis Civic Service, All Saint's Parish Church
15 <sup>th</sup> April	Flitwick Town Council Afternoon Tea, The Rufus Centre
22 <sup>nd</sup> April	Dunstable Town Council Civic Service
<b>Decision required:</b> attendance where Mayor unable to attend, or Councillors are invited	
<b>Expenditure required:</b> N/A	

# COUNCIL AGENDA REPORTS

<b>AGENDA ITEM 6</b>	<b>Meeting date: 4<sup>th</sup> April 2018</b>
<b>Clerk's Report, Correspondence Received &amp; Matters Arising for Information</b>	
<b>Clerk's Report</b>	
<b>Matters Arising for Information</b>	
<p>Minute 50/18 – Craig Smith, Chief Operations Officer for Bedfordshire Schools Trust, and Victor Wan, Head of School Organisation, Admissions and Capital Planning at Central Beds Council, will be attending the Council meeting on 6<sup>th</sup> June to discuss the following issues:</p> <ul style="list-style-type: none"><li>- Pix Brook Academy – what the new school will constitute and the range of subjects</li><li>- Current intake criteria</li><li>- Future school admission capacity with future housing growth in this area</li><li>- Consideration of traffic movements in the area to cater for the new school</li></ul>	
<p>With the General Data Protection Regulation (GDPR) coming into force and replacing the Data Protection Act 1998 on 25<sup>th</sup> May 2018, there have been concerns expressed by Town and Parish Clerks as to how the regulations should apply to Town and Parish Councils, particularly in relation to employment of Data Protection Officers – who should be independent of the Council. NALC has produced this month a 60 page toolkit to provide a number of practical tools to assist local Councils with GDPR compliance. This includes an action plan checklist, data audit questionnaire and templates for privacy notices and consent forms. The Clerk is currently working through the toolkit, is seeking advice as to the requirement for a Data Protection Officer and will report back to Council on all matters as and when information is available or updates on progress are available.</p>	
<b>Decision required: N/A</b>	
<b>Expenditure required: N/A</b>	

# COUNCIL AGENDA REPORTS

<b>AGENDA ITEM 8</b>	<b>Meeting date: 4<sup>th</sup> April 2018</b>
<b>General Data Protection Regulation – Data Protection Officer</b>	
<p>As a public body, we are required to appoint a Data Protection Officer from 25<sup>th</sup> May 2018, by law. Although still being debated in parliament and amongst bodies representing our sector, such as NALC, with varying views on the subject, time is running short to appoint such an Officer. It is becoming clear that the requirement for a Data Protection Officer to be independent and suitably trained (more than attendance at training sessions – likely to require paid for qualifications) is unlikely to be resolved before 25<sup>th</sup> May, and in any case may ultimately preclude in-house use of staff/the Clerk. Until we are advised that a Clerk may also be the DPO for their Council, it is suggested that we should assume that this is not legally possible, and to therefore appoint an outside organisation for the role.</p> <p>A Data Protection Officer must:</p> <ul style="list-style-type: none"><li>- Have expert knowledge of data protection law</li><li>- Need to be able to perform their duties in an independent manner</li><li>- Be able to exercise their functions free of undue influence or pressure from the organisation</li><li>- Need to avoid conflict of interest</li><li>- Be provided with sufficient resources</li><li>- Not be dismissed merely for performing their tasks</li><li>- Report directly to the ‘highest management level’</li></ul> <p>Their tasks are to:</p> <ul style="list-style-type: none"><li>- Inform and advise you of your obligations under the Regulation</li><li>- Monitor compliance with the Regulation</li><li>- Be responsible for the assignment of responsibilities, awareness raising and staff training</li><li>- Provide advice regarding, and to carry out Data Protection Impact Assessments (DPIAs)</li><li>- Consult with, cooperate with and act as the contact point for the ICO</li><li>- Maintain due regard to the risk associated with processing operations</li></ul> <p>The Clerk has investigated options, and there are many companies offering this service, but it is important that they understand the needs and operations of the local council sector.</p> <p>Three companies have been sourced, as follows:</p> <p><u>DPO Centre Ltd</u> Fee based on approximate Precept An impact assessment will be carried out, identifying data processors and review of security 3 monthly review and documentation update with annual on-site audit visit 10 calls/emails per month for advice Cost for first year £5,500 Year 2+ £3,100</p> <p><u>Local Council Public Advisory Service</u> Councils will receive a service contract and LCPAS will Inform and advise the Council and its employees about their obligations</p>	

<p>Monitor compliance with the GDPR, managing internal data protection activities, advise on data protection impact assessments, assist with staff training</p> <p>Provide privacy notices and consent forms</p> <p>Monitoring ongoing compliance by a variety of methods</p> <p>Provide guidance including helpline calls and emails</p> <p>Annual cost for a Town Council £300 per year (if you wish a visit it is a further £500)</p> <p><u>Microshade VSM</u></p> <p>You will receive a Data Protection Policy which your Council will need to formally adopt by 25<sup>th</sup> May 2018, have a nominated Data Protection officer, receive advice on undertaking a Data Protection Audit on your Council, receive template privacy notices for the services you deliver, receive a GDPR checklist, Right of Access Notices, Supplier Compliance, Member training, document templates</p> <p>Cost for our size precept £495 per annum. A remote Data Audit can be carried out instead for £495.</p>
<p><b>Decision required:</b> to appoint a Data Protection Officer</p>
<p><b>Expenditure required:</b> as above</p>

<b>AGENDA ITEM 14</b>	<b>Meeting date: 4<sup>th</sup> April 2018</b>
<b>Committee recommendations – Recreation Grounds, Public Lands &amp; Lighting – 14<sup>th</sup> March 2018</b>	
<p><b>Minute 25/18</b></p> <p>Recommended:</p> <p><i>That the sum of £14,471 is vired from General Reserves to Street Lighting Earmarked Reserves to cover the overspend in the 2017/2018 financial year.</i></p>	
<b>Decision required:</b> see above	
<b>Expenditure required:</b> see above	