

## **EMPLOYMENT, FINANCE & STRATEGY GROUP MEETING**

### **Minutes 13<sup>th</sup> February 2023**

Present: Cllrs Riordan, Hotson, Arger, Martin, Perry and the Clerk

#### **1. Apologies for Absence – Cllrs Eerdekens, and Sharp**

#### **2. Dispensations - NA**

#### **3. Minutes of previous meeting**

Cllr Arger proposed and Cllr Martin seconded minutes of the 30<sup>th</sup> November 2023 – approved 4 for 0 against and 1 abstained

Cllr Arger proposed and Cllr Martin seconded minutes of the 10<sup>th</sup> December 2023 – approved 4 for 0 against and 1 abstained

Cllr Arger proposed and Cllr Martin seconded minutes of the 11<sup>th</sup> January 2024 – approved 4 for 0 against and 1 abstained

#### **4. Review of Council strategies - discussion**

##### **a) General strategies list**

Following a debate agreed the following

- Clerk / RFO double check Financial Regulations / Standing Orders – especially regarding procurement and bring to next meeting
- Chairman of Planning Committee, Communications Group, SCEnic, EFS, Greener Staplehurst Group, NDP Review Group and Road Safety Group double check their group's Terms of Reference  
EFS Group review option of merging JFWG / 3G groups in future as so much overlap?
- JFWG focus needs to be on the handover from JFMC in next few months – health and safety etc
- Annual Investment Strategy plus Finances, Assets and Activities Risk Assessment review by RFO / Clerk and report back to next meeting
- Member and Officer relations, Street Naming, Non Councillor members, FOI and Allowances for Parish Councillors – discuss at next meeting
- Risk Assessments – Jubilee Field – JFWG
- Parish Office / caretaker duties – RG report back to next meeting

##### **b) GDPR review below**

Following a debate the only real change is in the legislation reference. Since we left the EU, change to UK

Was General Data Protection Regulation and the Data Protection Act 2018 now the UK- General Data Protection Regulation (the UK-GDPR).

The group recommended them to the Council for adoption.

Breach Notification Policy
General Privacy Notice
Internal Privacy Policy
CCTV Policy
Document Retention & Disposal Policy
Subject Access Request Policy

Discussed standard format for Council Policies moving forward;

### **COPPERPLATE GOTHIC BOLD – SPC AND TITLE**

Page number top right

Tahoma 12 for everything else

Headings numbered and Bold

Details

1.1

1.2

At the end;

This policy supersedes any former policy and was adopted by Staplehurst

Parish Council on .....Minute.....

The group recommended them to the Council for adoption.

### **Group recommended to Council**

#### **5. Grants Request – SEHT**

Following a debate it was agreed that SEHT does great work and must be supported. Concerned about lack of insurance.

Offer for them to be a working group of the Council – double check if the Council insurance would cover them.

Recommend to Council a grant of £1,000 to SETH.

#### **6. Annual contracts - attached**

Following a debate it was agreed to recommend approval of the contract list to Council

Next meeting – Tuesday 12<sup>th</sup> March 20024.

Meeting Closed...9:30pm.....