



Christchurch Town Council
Old Town Hall
30 High Street
Christchurch
BH23 1AE

Resources Committee Agenda

Tuesday, 11 June 2019, 6.00pm

You are summoned to attend a meeting of the **Christchurch Town Council** to be held at Druitt Hall, High Street, Christchurch BH23 1AJ on **Tuesday, 11 June 2019 at 6.00pm.**

Membership:

Chairman: Cllr P Hilliard

Honorary Freeman Cllr C Bungey	Cllr W Grace
Cllr Mrs S Bungey	Cllr F Neale
Cllr A E Coulton	Cllr Mrs S Spittle
Cllr C A Gardiner	Cllr M J Tarling

The business to be transacted is set out overleaf

A handwritten signature in black ink, appearing to read 'Daniel Lucas'.

Daniel Lucas
Town Clerk

3 June 2019

Agenda

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|----|---|---------------------|
| 1. | Election of Vice Chairman | |
| | To elect a Vice Chairman of the Committee for the 2019/2020 Municipal Year. | |
| 2. | Declaration of Interests | |
| | Members are reminded that any disclosable pecuniary interests must be declared including any issues which may arise through predetermination of bias. | |
| 3. | Bank Account Signatories | 3 - 4 |
| | To confirm the required signatories for authorising payments on behalf of Christchurch Town Council | |
| 4. | Town Clerk's report | 5 |
| | Income/Expenditure April - May 2019 for information only. | |
| 5. | Councillors' email addresses | 6 - 8 |
| | To consider the establishment of 19 separate email accounts for each individual Town councillor | |
| 6. | CiLCA Training | 9 - 10 |
| | To consider the authorisation of expenditure for the Town clerk and Administrative Support Officer to enrol and register on the CILCA qualification. | |
| 7. | To consider passing a resolution to exclude the press and public pursuant to Public Bodies (Admissions to Meetings) Act 1960 due to the confidential personal nature of the business and information to be transacted. | Confidential report |

No other items of business can be considered unless the Chairman decides the matter is urgent for reasons that must be specified and recorded in the Minutes.

Bank Account Signatories

Report Type: Public Report for Decision

Purpose of Report: To appoint signatories to the Town Council's bank account

Recommendations: It is **RECOMMENDED** that:

Resources Committee recommends to Full Council:

(a) The appointment of a minimum of 4 Members who shall be given authority on behalf of the Town Council to authorise payments and sign cheques.

(b) That the Mayor and Deputy Mayor be authorised and that the Chair and Vice-Chair of Resources Committee also be authorised.

(c) That the Town Council considers appointing one other from Resources Committee for business continuity purposes.

Wards: All Wards

Contact Officer: Daniel Lucas – Town Clerk

BACKGROUND

Financial Regulations

- 1.1 The Financial Regulations require the Responsible Financial Officer to make the banking mandate to be approved by Council. This includes the appointment of signatories from the council who will become cheque signatories and can authorise payments. The banking arrangements may not be delegated to a committee and the regulations require that the signatories should be regularly reviewed for safety and efficiency. (Financial Regulations: 5.1)
- 1.2 The Town Clerks suggests that this committee considers recommending to Full Council that appointment of a minimum of 4 Members be authorised to act as signatories and that the Mayor, Deputy Mayor, Chair and Vice-Chairman be authorised as a minimum, with consideration that one other also be appointed from Resources Committee.

IMPLICATIONS

Legal

1.3 None.

Environmental

1.4 None directly from this report.

Financial and Risk

1.5 Bank account signatories are required to act as cheque-signatories and to authorise payments. The RFO shall instruct the Town Council Bankers to set-up internet banking facilities for those Members appointed to have "View and Authorise" status solely in terms of online access to the Town Council's account.

Equalities

1.6 None directly from this report.

Consultation and Engagement

1.7 No consultation required as the decision does not impact upon the running of services to the public at large.

2.0 CONCLUSION

2.1 Members are asked to consider the report and to approve the recommendations to Full Council as outlined.

Appendices:

None.

Christchurch Town Council Payments List							
Payments List 01.04.19 - 31.5.19							
Number	Invoice Date	Invoice Number	Supplier	Details	Net Amount	VAT	Gross Amount
1	7.2.19	7397534	Chubb Fire & Security Ltd	Annual contract 1.4.19-31.3.20	£526.39	£105.28	£631.67
2	1.4.19	8923	Rejuvenate	2 x Dell laptops	£2,250.00	£450.00	£2,700.00
3	26.3.19	36883524	Zurich Municipal	Insurance policy 1.4.19-31.3.20	£2,811.48	£0.00	£2,811.48
4	18.4.19	9000	Rejuvenate	Additional hardware & VOIP So	£289.22	£57.84	£347.06
5	20.04.19	PAYROLL APR 19	The Payroll & Tax Accountants Ltd	April 2019 Payroll- Salaries	£4,229.99		£4,229.99
6	20.04.20	PAYROLL APR 20	The Payroll & Tax Accountants Ltd	April 2019 Payroll- PAYE NI	£1,633.51		£1,633.51
7	24.4.19	CTC1	Druitt Hall Community Association	Hall hire 15.5.19	£82.00	£0.00	£82.00
8	25.4.19	9012	Rejuvenate	Remote support	£22.50	£4.50	£27.00
9	29.4.19	9031	Rejuvenate	Remote support	£82.50	£16.50	£99.00
10	3.5.19	5622	Rejuvenate	Service charge	£84.33	£16.87	£101.20
11	18.4.19	19/113	DAPT	DAPT Annual Subscription	£1,789.21	£0.00	£1,789.21
12	30.4.19	1138	The Payroll & Tax Accountants Ltd	Payroll processing	£98.00	£19.60	£117.60
13	20.05.19	PAYROLL MAY 20	The Payroll & Tax Accountants Ltd	May 2019 Payroll- Salaries	£4,229.99		£4,229.99
14	20.05.19	PAYROLL MAY 20	The Payroll & Tax Accountants Ltd	May 2019 Payroll- PAYE NI	£613.13		£613.13
				Sub Totals:	£18,742.25	£670.59	£19,412.84
Invoices awaiting processing for payment:							
13	22.05.19	9181	Rejuvenate	Remote support	£15.00	£3.00	£18.00
12	23.05.19	9196	Rejuvenate	Software as service	£44.45	£8.89	£53.34
				Sub Totals:	£59.45	£11.89	£71.34
				Total payments:	£18,801.70	£682.48	£19,484.18
Bank Account Reconciliation							
Date	Details	Receipts	Payments				
07.04.2019	Event Licence-Bean Car Club	£42.00					
11.05.2019	Event Licence- Christchurch Food Festival	£856.00					
	Totals:	£898.00	£0.00				
	Opening Balance	£0.00					
	Receipts	£898.00					
	Less Payments	£0.00					
	Balance as at 31.05.2109	£898.00		5			

Councillor E-Mail Addresses

Report Type:	Public Report for Decision
Purpose of Report:	To consider whether to instruct the Town Clerk to set-up Cllr E-mail addresses
Recommendations:	<p>It is RECOMMENDED that:</p> <p>Resources Committee considers the cost of setting-up separate e-mail addresses for each Councillor:</p> <p>(a) Notes the cost of £3 per month for each Councillor and the on-going monthly/yearly cost.</p> <p>(b) Instructs and delegates to the Town Clerk to establish the creation of the e-mail addresses, or to leave the status quo intact at the current juncture and to review the position in six months.</p> <p>(c) Instructs the Town Clerk to prepare a suitable “Bring Your Own Device” Policy to be placed before Full Council as soon as possible.</p>
Wards:	All Wards
Contact Officer:	Daniel Lucas – Town Clerk

BACKGROUND

E-Mail addresses

- 1.2 Several Town councillors have been in touch with the Clerk to enquire about establishing separate Town Council email addresses. At present the Town Clerk and the Mayor’s Secretary/Administrative Support Officer have the “@christchurch-tc.gov.uk” email address. This was established from “day one” so that the Town Council could operate effectively from the immediate outset. Some councillors have enquired about setting-up separate e-mail accounts and the Town Clerk has made enquiries. This report sets out the full position for Members to consider.

- 1.3 The Council's IT provider was contacted to provide a quote for the separate e-mail address for each councillor. The separate mailbox would cost £3 per month for each individual councillor. The monthly ongoing expenditure would therefore be $19 \times £3 = £57$ per month. Over the cost of the year this would equate to £684 a significant expenditure.
- 1.4 The Town council's approved IT budget for 2019/2020 amounts to £10,000 Members shall see (from the Town Clerk's report on this agenda also) that to date £3,274.26 has been paid for IT infrastructure and support and the Town Council still has a website to design. A such the matter is before Members to consider the option of instructing the creation of "@christchurch-tc.gov.uk" for each individual Member considering the ongoing cost.

IMPLICATIONS

Legal

- 1.5 Councillors currently use their own private e-mail addresses for Town Council purposes. Councillors are also exempt from the 1 April 2019 from paying a fee to the Information Commissioner's Office ("ICO") unless they process personal data for purposes other than that of an elected representative.
- 1.6 What this means is that if Members decide to maintain the status quo it would be prudent for the Town Council to draft a "Bring Your Own Device" policy as recommended by the ICO. Indeed, it would be prudent to have also if Members resolve to create the separate email mailboxes. This "BYOD" policy will effectively direct how personal data is managed on the personal devices held by Members.
- 1.7 The Town Council as data controller must always remain in control of the personal data for which it is responsible, regardless of the ownership of the device used for the processing. Members for example, may currently use their own laptops, desktops, smart phones, tablets and so on to access their emails and Council business. The policy will help manage the risks of this approach as the Town clerk is mindful that Members do not come into the Old Town Hall to access their accounts via the IT infrastructure established at present.
- 1.8 The creation of "@christchurch-tc.gov.uk" mailboxes would make any data-breach or standards issue more manageable in that the Town Clerk/Committee could authorise the IT provider as administrator to access any mailbox as the e-mail address would be backed-up via the Town Council's cloud network. Retaining and retrieving the personal/private e-mails would make it more difficult although not impossible. For example, data breaches/standards complaints are usually reported by those impacted and forwarding the offending email or comment.

Environmental

- 1.9 None directly from this report.

Financial and Risk

- 1.10 None other than as reported in terms of the impact upon the Town Council's approved IT budget.

Equalities

1.11 None directly from this report.

Consultation and Engagement

1.12 No consultation required as the decision does not impact upon the running of services to the public at large.

2.0 CONCLUSION

2.1 Members are asked to consider the report and to instruct and delegate to the Town Clerk as appropriate.

Appendices:

None.

CILCA Training

Report Type:	Public Report for Decision
Purpose of Report:	To authorise the addition of the
Recommendations:	It is RECOMMENDED that: Resources Committee authorises the expenditure outlined for staff training of the Town Clerk and the Administrative Support Officer: (a) For the payment of the Certificate in Local Council Administration (“CILCA”) registration for both the roles of Town Clerk and Administrative Support Officer. (b) Delegates to the Town Clerk the necessary actions to ensure payment of, and enrolment onto the qualification.
Wards:	All Wards
Contact Officer:	Daniel Lucas – Town Clerk

BACKGROUND

CILCA

- 1.1 The Localism Act 2011 introduced what is known as the “general power of competence” (“GPC”). In summary this gives the Council the power to do whatever an individual could do provided it is not prohibited by other legislation. It allows the Council to start from a presumption of “Yes” something can be achieved rather than a position of “we can’t unless the Council has been specifically authorised to do so”. It is a very useful power for a Council to have to allow for greater, swifter benefits for a community to be realised.
- 1.2 Only an “eligible” Council can exercise the GPC. The requirements include two thirds of the Council’s membership having been elected and having a clerk hold an appropriate qualification (Parish councils (General Power of Competence)(Prescribed Conditions) Order 2012).

- 1.3 In terms of an “appropriate qualification” the Society of Local Council Clerks administers the Certificate in Local Council Administration (“CILCA”) which meets the requirements of the statutory provisions. Having a qualified clerk will therefore open up the GPC for the Town council.
- 1.4 Secondly, having a CILCA qualified clerk also allows the Council to apply for the Local Council Award Scheme (Quality and Quality Gold statuses) and opens up recognition for the Town Council and its Councillors and Officers.
- 1.5 As such it is proposed that the Town Clerk and the Administrative Support Officer be enrolled upon the Certificate in Local Council Administration as part of their continuing professional development.
- 1.6 For the sake of business continuity having both officers of the Council qualified shall ensure that the GPC is not lost by any departure of the Clerk, or indeed any Local Council Award Scheme status. Moreover, it illustrates an investment in the staff of the Council and their own professional development in providing a rewarding workplace environment which enables and facilitates the development of its staff.

IMPLICATIONS

Legal

- 1.7 None.

Environmental

- 1.8 None directly from this report.

Financial and Risk

- 1.9 The cost of enrolling on the CILCA course is £350 (non VATable). The annual budget of this year set aside £2,000 for training purposes which as of yet none has been spent. There is room in the budget to allow for this training to take place as well as providing enough provision for Member induction/Planning training.

Equalities

- 1.10 None directly from this report.

Consultation and Engagement

- 1.11 No consultation required as the decision does not impact upon the running of services to the public at large.

2.0 CONCLUSION

- 2.1 Members are asked to consider the report and to approve the recommendations as outlined.

Appendices:

None.