

## May 2018 Full Council Appendix

### 1819/10 GDPR

The clerk and administrative officer attended the YLCA training on GDPR on 1<sup>st</sup> May. This was a useful session and it is noted that this is an important piece of legislation that is the responsibility of the Council, not staff. Bingley staff felt reassured that Bingley Town Council is taking necessary steps to implement the requirements of this piece of legislation.

This will have an impact on the way the council ( including the council) deals with information, for example retention of e-mails and it is hoped that some training can be sourced on GDPR for councillors.

It seems that there is no requirement for local councils to appoint a Data Protection Officer (see e-mail to follow) but if this becomes necessary, YLCA will offer this service.

Councillors are to be issued with a consent form to fill in and privacy notices. It's important to note that consent is the last ground to be used for storing information. Other grounds that are listed in the GDPR legislation are used first.

### 1819/11 Market

- a) A risk assessment for the suspension of financial regulations to obtain three quotations for the hire of the market stalls is attached. The cost of BMDC stalls for each market is £227.
- b) Charity stalls. Several requests have been received for a charity stall at the markets. The Town Council is asked if it wishes to allow these stalls, and if so how it will allocate them. One charity stall at each market is probably sufficient.
- c) First Aid. The clerk has made many enquiries about First Aid. It is a requirement of the Yorks Ambulance Risk Assessment (one of the BMDC permissions) that two qualified first aiders are present at each market. The manager of Cottingley Cornerstone Centre is a qualified first aider and has kindly agreed to cover the first market. The Clerk has obtained a quotation from a private security firm for the first market of £214.44 for two first aiders. The company requires a clean, dry space with power and light, which at the time of writing had not been sourced. If such a space cannot be found the council is asked to consider using one First Aider. The clerk has clarified with the Town Council insurer that this is sufficient from an insurance perspective.

### 1819/12 Health and Safety

- a) A quotation has been obtained for PAT testing with TestFix the company that Cottingley Cornerstone uses. The minimum charge is £20 for up to 20 items.
- b) A first aid box for the office at for £36 excluding VAT.
- c) First Aid training with Gem Compliance for the cost of £50 plus VAT for the 6 hour Emergency First Aid at Work course. If 6 people are able to attend the cost reduces to £45 plus VAT. The aim of this qualification is to have some councillors and staff trained on first aid which is a requirement for events such as the forth coming markets. Dates this company can offer are:

Monday 25<sup>th</sup> June in Bradford

Friday 29<sup>th</sup> June in Bingley

Weds 4<sup>th</sup> July in Bradford

Monday 23<sup>rd</sup> July in Bingley

Friday 27<sup>th</sup> July in Bingley

1819/14 Playscheme

*I have "brokered" a potential deal with Bradford Council for 3 "Play in the Park" events this summer in our recreation grounds which I am seeking Bingley Town Council to fund or partly fund. These events used to be provided by Bradford Council over the district as a free event during the summer holidays and would suit children aged 2 to 12 year olds. In the past, these events have been advertised in Bradford Council's "Schools Out" magazine which gave details of all events held in the district over the summer holidays – a great source of information on free events that parents waited eagerly for. As a family, it is lovely to have an event in your local area that was free – the 6 week summer holiday can be very expensive for parents. My own children have loved the Play in the Park events; Eldwick has certainly had them in the past, Crossflatts once I believe. As far as I am aware, from talking to Cottingley residents, they have never had one.*

*These events basically would run 12-4pm outside with a programme of activities based on previous parks projects.*

*Bradford Council would provide 3 staff delivering the following activities:*

*Bouncy Castle*

*Den Building*

*Giant Games*

*Arts & Crafts*

*Multi Sports*

*It would be £400 per event, with the price including staff, resources, generator, fuel and hire vehicle. All this would be covered by Bradford Council insurance. Toilet hire from Bradford Council would be £110 plus VAT.*

*Provisional dates in the 6 weeks holiday would be:*

*Friday 27.07.18*

*Tuesday 07.08.18*

*Tuesday 14.08.18*

*These will of course be subject to availability from Parks & Landscapes Dept but they don't currently see an issue. The events are outside and therefore if it rains, the £400 is essentially lost as minimal people will attend.*

*How this came about is from residents in Gilstead and Cottingley on various occasions asking me if the existing Play in park events could be held in their recreation grounds. Having made enquiries Bradford Council now tell me the events are cancelled but we could "buy in" the service from them. I was thinking of possibly one for Eldwick, Cottingley and Crossflatts. I am awaiting details of whether Myrtle Park could also be included, perhaps on the August market day. I have not included Gilstead in this as we understand that there is a free "Bounce Planet" event that Bradford Council are running – it's going to be in Gilstead Rec 20<sup>th</sup> and 24<sup>th</sup> August. Bounce Planet is also running in 5 other locations across the district.*

*I have approached the village societies of Eldwick, Crossflatts and Cottingley. Eldwick would be willing to pay half the cost if the Town Council would contribute to the rest. Crossflatts have minimal funds (under £50) but are expected to receive £200 from Bingley Civic Trust when it winds up and have said they will put that money in if the Town Council can fund the rest. Awaiting a response from Cottingley.*

*Personally, I don't think the cost is exorbitant, although we are at the mercy of the weather. I also think that there isn't much in our budget for young people so far and these are really good events. If BTC agreed, funds could be taken from the regeneration budget?*

#### 1819/15 Investments

The investment strategy has been recommended for approval by the Finance and General Purposes committee. Two small amendments are contained in this policy following input from the committee.

*Please see the advice from the Public Sector Deposit Fund:*

*PSDF is none of those – it is a AAA-rated money market fund. It's priorities are security (hence the AAA, achieved through a high level of diversification – placing cash deposits with 30 counterparties daily), liquidity (same-day access – tell us by 11:30, back in the Council's bank account by 15:00) and yield (declared daily; **0.5301% at close of business on 10<sup>th</sup> May**).*

*We only place cash with banks and building societies, no exposure to equities. There are a number of overseas banks included but we are only placing sterling deposits with their UK operations. See the link for the latest exposure:*

*[https://www.ccla.co.uk/sites/default/files/07%20Latest%20counterparty%20exposure\\_0.pdf](https://www.ccla.co.uk/sites/default/files/07%20Latest%20counterparty%20exposure_0.pdf). All counterparties have a strong rating (Fitch F1+ or F1, nothing less) with robust sovereignty ratings standing behind them.*

*With regard to your question on ethics, CCLA undertakes an annual governance check on the counterparties to satisfy ourselves and clients that they have strong policies and procedures in place. I have attached the 2016 check. The 2017 has not yet been signed-off by our Advisory Committee. The priority, as stated, is the low risk – we need a large number of strong banks to place with. Therefore, we can only go so far.*

#### 1819/16 Floral Displays

The floral display scheme is being extended into a wider area of the parish. Checks are undertaken weekly during the summer months as part of the risk assessment. The office staff can continue to

do these checks in the centre of Bingley and in Cottingley. Councillors in the wards where additional displays are to be placed are asked to carry out checks and complete the form held in the office.

#### 1819/19 Quotations and Orders

Quotations are to be obtained by the office staff. Orders for works are placed by the office staff for work that the council has agreed. Orders should be placed before any work starts.

#### 1819/22 National Pay Award

Both members of staff are employed on the NJC pay scale. The National Pay Award was agreed from 1<sup>st</sup> April and needs to be back dated to this date for both members of staff.