

**CARTERTON TOWN COUNCIL  
MINUTES OF THE ADMINISTRATION COMMITTEE MEETING  
HELD IN THE TOWN HALL ON TUESDAY 5 JUNE 2018  
COMMENCING AT 7.45 PM**

Present: Cllr Miss S Coul - Chairman

Cllr Mrs C Delaney  
Cllr N Leverton  
Cllr Mrs L Little  
Cllr M McBride  
Cllr D Melvin

Apologies: Cllr Ms J Bull and Cllr J Hayes

Officer: Ron Spurs - Town Clerk

**1 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**2 MINUTES OF THE LAST MEETING**

The Minutes of the Meeting held on 6 March 2018, copies of which had been previously circulated to Members, were confirmed as a true record and signed by the Chairman.

**3 ADJOURNMENT FOR MEMBERS OF THE PUBLIC**

There was one member of the public present who chose not to speak.

**4 STATUTORY DOCUMENTS -REVISION – PROCESS**

The Committee discussed how Standing Orders, the Code of Conduct, Risk Register, Financial Regulations, Internal Controls and the Council's Investment Policy would be reviewed.

A process to achieve the Review was discussed and Cllr Miss Coul suggested that a working group is set up to examine the documents and make recommendations. These will be considered by the Committee and ultimately agreed/not agreed by Council.

This was proposed by Cllr Mrs L Little and seconded by Cllr Mrs C Delaney.

**5 HR REVIEW – STAFF AND RESPONSIBILITIES REVIEW – SCOPE – REPORT BY THE TOWN CLERK**

The Clerk presented his report to the Committee.

Cllr Mrs Little commented that it should be referred to Councillors to conduct.

Cllr Miss Coul stated that independence was needed to ensure the process was managed professionally; she had experienced this type of Review and it had a very positive effect on staff.

Cllr Mrs Little expressed a concern regarding outsourcing.

The Clerk was asked to obtain quotes from providers.

Cllr Leverton proposed and Cllr Mrs Delaney seconded that the Committee RECOMMENDS to Council that an HR Review is conducted in accordance with the Scope in the Clerk's Report and that it is APPROVED by Council.

6 GENERAL DATA PROTECTION REGULATION – ADOPTION OF POLICY AND ASSOCIATED NOTICES – REPORT OF TOWN CLERK

The Clerk presented his report.

It was proposed by Cllr Mrs Little and seconded by Cllr Leverton that the Report and associated papers be referred to Council for APPROVAL. There was a majority vote of the Committee in favour of this proposal.

The Clerk was asked to arrange suitable training for Councillors regarding GDPR.

The meeting ended at 8.05 pm.

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Chairman