



WARWICK TOWN COUNCIL

Court House
Jury Street
WARWICK
CV34 4EW
Tel: 01926 411694

Jayne Topham
Town Clerk

FINANCE & POLICY COMMITTEE

WEDNESDAY 2nd MAY 2018

MINUTES

Present:

Councillor M Ashford
Councillor PS Birdi
Councillor Mrs D Da Cruz
Councillor R Edgington (Sub)
Councillor Mrs M Grainger
Councillor G Guest (Chairman)

347. Apologies: – The Mayor, Councillors Mrs M Littlejohn & T Morris

348. Declarations of Personal and Prejudicial Interests – None

349. Minutes of the meeting held on 27th March 2018 – minutes to be signed – it was resolved to sign the minutes as being a true record of the meeting.

350. Schedule of Accounts already paid/income received – March 2018

Following a discussion, it was resolved to approve the payments made for the months of March 2018.

351. Staffing/Training – TC to update

The Town Clerk updated Councillors on Staffing matters.

The introduction of a box office in the TIC is progressing well. It is anticipated that this will go live at the end of June 2018. Job Descriptions for TIC staff are currently being updated.

Following the 6 months review a request has been made for a reduction in hours for the Events and Media role. The proposal was to recruit an Events Co-ordinator to bridge the gap and for the Events and Media role to become a 12-hour Business Development contract. All were in agreement. Cllr R Edgington, Fiona Molloy and the Town Clerk will conduct the interviews.

Salary levels for 2018/19 have been agreed by the Unions. Staff have been advised and

levels fall within budgets set.

353. GDPR – Data Protection changes – new policies to be approved.

The following documents were approved:

- GDPR Consent to hold information
- Social Media and Electronic Communication Policy
- Information and Data Protection Policy
- The Management of Transferable Data Policy
- List of Documents for retention or disposal Policy

It was confirmed that the Town Council did not have to appoint a Data Controller. Councillors to meet with the Town Clerk to review individual circumstances.

Signed..... Date.....