

POLICY REVIEW COMMITTEE

Minutes of Policy Review Committee Meeting on 17th January 2024 17:07 to 17:27

PRESENT

Councillors: Cllr A. West (Chair & Deputy Mayor), Cllr C. Evans, and Cllr I. Lifford

IN ATTENDANCE

Mr M. Ledoux-Deakin – Office Manager, and Miss J. Owens – Administration Officer

APOLOGIES

Cllr A. Tomlin, and Cllr E. Heaton

195 DECLARATIONS OF INTEREST

Councillors were reminded of the need to declare personal and/or prejudicial interests in tonight's proceedings in accordance with the code of legislation.

NONE RECEIVED

196 PUBLIC PARTICIPATION

Public not present, participation not received.

NONE RECEIVED

197 MEETING OF POLICY REVIEW COMMITTEE 22ND NOVEMBER 2023

Minutes recorded as a true record of the meeting.

PROPOSED: Cllr I. Lifford

SECONDED: Cllr C. Evans

ALL (3) AGREED UNANIMOUSLY

198 URGENT MATTERS ARISING

NONE RECEIVED

199 GENERAL DATA PROTECTION POLICY 2024

Deputy Mayor Cllr A. West presented the General Data Protection Policy to members. Cllr I. Lifford referred to page 4 of the report, 'Prestatyn Town Council's responsibilities under GDPR', and queried whether the responsibilities could be scrutinised by an outside source. Mr M. Ledoux-Deakin reassured members that the report reflects information from the One Voice Wales toolkit, and he has also liaised with General Data Protection Officers at both Denbighshire and Flintshire County Council regarding further content. Cllr C. Evans proposed Mr M. Ledoux-Deakin contact One Voice Wales to review the report again.

PROPOSED: Cllr C. Evans

SECONDED: Cllr I. Lifford

ALL (3) AGREED UNANIMOUSLY

200 FINANCIAL PROCEDURES POLICY 2024

Deputy Mayor Cllr A. West presented the Financial Procedures Policy to members. Cllr C. Evans established that the policy had already been approved at the Annual General Meeting in May 2023, and asked what changes have been made since. Mr M. Ledoux-Deakin stated that during the Finance and Management meeting on 10th January 2024, it was agreed by members of the committee that additional signatures and passwords are to be added to the Prestatyn Town Council debit and credit card. It was also agreed that in future the debit and credit card is to be always secured under lock and key on Council premises.

Cllr I. Lifford referred to Standing Order 18A where it states the Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent. Cllr I. Lifford then suggested that in the Financial Regulations Policy, this procedure should be added to state the specific job role that will be deputised to step in on the absent of the Responsible Financial Officer. Members agreed to take this to Full Council to be adopted, then subsequently written into the Financial Regulations.

PROPOSED: Cllr I. Lifford

SECONDED: Cllr C. Evans

ALL (3) AGREED UNANIMOUSLY

Mayor/Chair _____