

STAPLEHURST PARISH COUNCIL

Committee, Group or Sub Group	
Parish Clerk Mick Westwood; Deputy Clerk Deborah Jenkins	
Meeting Date & Venue	
KALC Clerks' Conference - 13 th September 2018, Ditton Community Centre	
Report Author	
Mick Westwood – Parish Clerk	
Report	
Introduction The annual conference consisted of a series of presentations with optional workshops. MW attended morning presentations and an afternoon workshop; DJ attended all conference presentations. There were also displays from a few suppliers and time for informal discussion with attendees and presenters. DJ took the opportunity to discuss the imminent renewal of the Parish Council's insurance policy with a representative of Came & Co. Hard copies of slides used in presentations are held in the Parish Office.	
IT Security in Your Stride – Cllr John Rivers, KALC President The presentation covered a lot of GDPR ground including the role of the Data Protection Officer, handling data breaches and their enforcement, data encryption, management of e-mails and paper records. JR commented that if individual councillors are taking forward complaints made by local residents and the process involves making use of their personal data, then they would be a data controller in their own right and not covered by the local council's registration. JR said that councillors should have a separate e-mail account for council work. He discussed three ways of achieving this, ranging from 'Gold' involving providing each councillor with his/her own laptop, to 'Bronze' involving encrypted file space on councillors' own laptops and individual web-accessed e-mail accounts.	
Introduction to Highways and Transportation for Local Councils – Simon Moon, Director, Socium Consultants Socium is part of the DHA Group and specialises in 'providing strategic transport planning advice to the public sector'. The presentation discussed the responsibilities of the authorities involved in highways and explained how Socium can assist local councils who want to seek improvements, e.g. by undertaking studies to investigate the feasibility of highways schemes. Socium has worked with parish councils at East Farleigh, Capel and Goudhurst whose clerk told us he found the company thorough and helpful.	
Legal Updates for Local Councils – Ian Davison, Surrey Hills Law ID covered a range of legal topics, with his presentation supported by a 24-page briefing document. He specifically commented: a parish council was the sole allotment authority in a parished area; when councillors complete documentation to stand for election/co-option, it is important to tick <u>all</u> the eligibility criteria that apply; new websites and mobile apps must be disability-compliant (existing ones must comply from 2020); regulations have been tightened for EPC requirements in non-domestic buildings that are let – see 'A guide to energy performance certificates for the construction, sale and let of non-dwellings' published by DCLG December 2017.	
Ensuring your Insurance – Vicky Jacomb, Came & Co. An overview of some insurance issues. It was interesting to hear reference (on a no names basis) to some queries that the Parish Office had raised with Came & Co. Motorised vehicles	

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such as ride-on lawnmowers need motor insurance cover if driven on the road. Insurance policies should be checked closely for advice and requirements on tree inspections. GDPR-relates incidents fall under the commercial and legal cover sections of most policies. All parties involved in open spaces should have public liability cover, whether owners, managers, users or contractors. Play Inspection records (whether weekly informal ones or formal RPPI ones) should be retained for up to 21 years – there have been occasions of claims going way back in time. Inform insurers about events arranged by the Parish Council. Obtain periodic independent valuations of insured assets.

Afternoon Workshop: Developing Professionalism – Allison Burton, Clerk of Dover Town Council

The workshop covered the how Dover TC had tackled implementation of a set of policies and procedures and also challenges faced by clerks in the management of council business. The Parish Office has hard copies of some of Dover TC's policies and procedures.

The afternoon session of the conference included presentations by Action with Communities in Rural Kent (ACRK) and PT Consulting on funding bids and business cases. There were also presentations on green initiatives and best practice when borrowing.

Date & Venue of next meeting	
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September 2019? Venue t.b.c.
