

Minutes of the Ordinary Meeting of  
**BROUGHTON AND BRETTON COMMUNITY COUNCIL**  
held on  
**19 JUNE 2018**

**PRESENT:** Councillor Ros Griffiths (Chair)

Councillors: Klaus Armstrong-Braun, Derek Butler, Penny Brett-Roberts, Chrissy Gee, Phil Griffiths, Lindsay Jones, Donna Lalek, Beth McFadden, Ryan McKeown, Billy Mullin, Sue Stevens and Linda Thomas.

Officers: Mrs S G Jones, Clerk & Financial Officer  
Fran Griffiths, Administrator

**46/18 APOLOGIES FOR ABSENCE:**

An apology for absence had been received from Councillor Mike Lowe.

**47/18 DECLARATIONS OF INTEREST:**

There were none.

**48/18 MINUTES OF THE PREVIOUS MEETING:**

IT WAS RESOLVED: that the minutes of the annual meeting held on 15<sup>th</sup> May 2018 be approved as a correct record and signed by the Chair.

**49/18 MATTERS ARISING FROM THE MINUTES:**

With reference to Minute Number 13/18 the Clerk clarified that Councillors Donna Lalek and Chrissy Gee would be the Council's representatives on the Broughton and Bretton Community Centre Association.

**50/18 MINUTES OF COMMITTEES:**

IT WAS RESOLVED: that the Minutes of the Meetings of the following Committees held on 15<sup>th</sup> May 2018 be received:

Planning & General Purposes Committee  
Lighting & Amenities Committee  
Finance & Staffing Committee

**51/18 INTERNAL AUDIT:**

A copy of the internal audit report for the year ending 31<sup>st</sup> March 2018 had been circulated with the agenda for the meeting.

11 Chair's signature: \_\_\_\_\_

The Clerk went on to outline the two recommendations and the follow up actions that would be required as noted in the report. The Council would also review its balances and ear-mark resources accordingly.

IT WAS RESOLVED:

- (i) to receive the 2017/18 Internal Audit report and note the follow up actions; and
- (ii) to appoint JDH Business Services to conduct the Internal Audit for 2018/19 but to seek an alternative internal auditor for 2019/2020 as recommended good practice.

#### **52/18 ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2018:**

The Annual Return had been circulated with the agenda for the meeting, for approval, prior to submission to the External Auditor.

IT WAS RESOLVED: to approve the Annual Return for submission to the External Auditor.

#### **53/18 GENERAL DATA PROTECTION REGULATIONS:**

The Clerk apprised Members that the new General Data Protection Regulations had come into effect on 25<sup>th</sup> May. The Community Council had registered with the Information Commissioner's Office, as is usual practice, and had conducted an online self-assessment which had placed the Council in an "amber" position which had been acceptable.

The Council had also completed a Service Level Agreement with David Bridge of GDBR Information Management Services who would act as the Data Protection Officer for the Council at a rate of £200 per annum. David had been scheduled to visit the Council offices to review all systems and policies to ensure that the Council had been fully compliant. A draft privacy statement had also been prepared for Mr Bridge to review.

IT WAS RESOLVED: to note the update.

#### **54/18 CHAIR'S REMARKS:**

The Chair reported on the following items:

- i) The Chair had attended a photo opportunity with The Leader newspaper, the Clerk and Financial Officer and Reverend Danny Evans, of St. Mary's Church, alongside the Silent Soldier, which had been erected in commemoration of those soldiers who had died during WW1. She reported that an elderly resident of Broughton who had served as a WREN during the war had sadly passed away recently. A memorial service at St. Mary's Church would be held to celebrate her life at 3pm on 25<sup>th</sup> June, 2018.

- ii) Representatives of the Broughton and Bretton Twinning Association had recently visited Auzeville-Tolosane and had had an enjoyable time and been treated extremely well by their host families.

The Head of Languages at St. David's High School, Saltney had recently become part of the association and would assist in establishing working relationships between the schools.

The Chair reported sadly that, Bernard Saboureau, had been in poor health and that she would write to him to wish him well. Councillor Derek Butler echoed these sentiments and was sad to learn of this as he had known Bernard since the Association had begun.