



Broughton and Bretton Community Council

FINANCE AND STAFFING COMMITTEE

POLICY FOR DEALING WITH EXPENDITURE

- Goods should be acquired by Official Order wherever possible, having regard to the Council's Financial Regulations.
- Payment should be made on a monthly basis following approval of the Finance Committee, to which a list of payments should be submitted. List to be produced by Administrative Staff.
- Payments must only be made on receipt of Invoice ***unless goods are purchased on-line via a reputable supplier in which case written email confirmation must be obtained. Copies of on-line orders will be added to the monthly list of payments for authorisation as above.***
- Whenever possible, Order Acknowledgement/Delivery Note should be attached to Invoice and Payment Voucher.
- ***Payment Vouchers should accompany all transactions and will include the detail of goods purchased and identify separately the net, VAT and gross amounts together with a transaction number. All other relevant details including the cheque number, order number or appropriate reference number in the event of on-line payments or Debit Card payments will be included on the Voucher.***

- Cheques should be signed by two authorised Members and the Clerk & Financial Officer. Cheque stubs should be initialled by Members.
- ***On-line payments will be included in the monthly list of payments and signed by two authorised Members and the Clerk and Financial Officer. On-line payments may be authorised retrospectively subject to them not exceeding the value of £500 as per the Council's Financial Regulations No. 8.***
- Chairman of Finance Committee should sign transactions list and individual Payment Vouchers.
- Payments should be recorded by Clerk & Financial Officer, detailing transaction No., cheque No/transaction No., payee, reasons for payment, net, vat and gross amounts and date of payment.
- Paid invoices should be kept in a lever arch file, filed in transaction order, within month of payment.
- Copy of signed transaction list should be included with Minutes of Finance Committee and submitted to next Meeting.
- Unusual/significant payments should have appropriate expenditure power recorded.
- ***Direct Debits should be established for the various utilities' services i.e. British Telecom with the details verified via the monthly list of payments and/or bank reconciliations.***

BROUGHTON AND BRETTON COMMUNITY COUNCIL

ITEM 15

REPRESENTATIVES ON OUTSIDE BODIES**ANNUAL MEETING 2023/24**

South Flintshire Police	Cllr. D. Lalek Cllr. C. Gee
Broughton Comm. Centre Assoc. Management Committee	Cllr. R. McKeown Await new nomination
North Wales Assoc. of Local Councils	Chair of the Council

SCHOOL GOVERNING BODIES

SCHOOL	REPRESENTATIVE
Broughton CP School	Donna Lalek

BROUGHTON AND BRETTON COMMUNITY COUNCIL



23rd MAY 2023

DATA BREACH NOTIFICATION POLICY

A) AIM

We are aware of the obligations placed on us by the Data Protection Act 2018 and the UK GDPR in relation to processing data lawfully and to ensure it is kept securely.

One such obligation is to report a breach of personal data in certain circumstances and this policy sets out our position on reporting data breaches.

B) PERSONAL DATA BREACH

A personal data breach is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or processed.

The following are examples of data breaches:

- a) access by an unauthorised third party;
- b) deliberate or accidental action (or inaction) by a data controller or data processor;
- c) sending personal data to an incorrect recipient;

- d) computing devices containing personal data being lost or stolen;
- e) alteration of personal data without permission;
- f) loss of availability of personal data.

C) BREACH DETECTION MEASURES

We have implemented the following measures to assist us in detecting a personal data breach:

- Vision ICT to notify Council of any potential notification or evidence of a data breach via website
- Clerk and Financial Officer and employees to inform Council/Clerk of any known breach
- Members to notify the Clerk and Financial Officer of any known breach

D) INVESTIGATION INTO SUSPECTED BREACH

In the event that we become aware of a breach, or a potential breach, an investigation will be carried out. This investigation will be carried out by a Data Protection Officer who will decide over whether the breach is required to be notified to the Information Commissioner. A decision will also be made over whether the breach is such that the individual(s) must also be notified.

E) WHEN A BREACH WILL BE NOTIFIED TO THE INFORMATION COMMISSIONER

In accordance with the Data Protection Regulations 2018, we will undertake to notify the Information Commissioner of a breach which is likely to pose a risk to people's rights and freedoms. A risk to people's freedoms can include physical, material or non-material damage such as discrimination, identity theft or fraud, financial loss and damage to reputation.

Notification to the Information Commissioner will be done without undue delay and at the latest within 72 hours of discovery. If we are unable to report in full within this timescale, we will make an initial report to the Information Commissioner, and then provide a full report in more than one instalment if so required.

The following information will be provided when a breach is notified:

- a) a description of the nature of the personal data breach including, where possible:

- i) the categories and approximate number of individuals concerned;
and
 - ii) the categories and approximate number of personal data records concerned
- b) the name and contact details of the Data Protection Officer, David Bridge, GDBR, where more information can be obtained;
 - c) a description of the likely consequences of the personal data breach; and
 - d) a description of the measures taken, or proposed to be taken, to deal with the personal data breach, including, where appropriate, the measures taken to mitigate any possible adverse effects.

F) WHEN A BREACH WILL BE NOTIFIED TO THE INDIVIDUAL

In accordance with the Data Protection Regulations 2018, we will undertake to notify the individual whose data is the subject of a breach if there is a *high* risk to people's rights and freedoms. A high risk may be, for example, where there is an immediate threat of identity theft, or if special categories of data are disclosed online.

This notification will be made without undue delay and maybe dependent on the circumstances, be made before the supervisory authority is notified.

The following information will be provided when a breach is notified to the affected individuals:

- a) a description of the nature of the breach
- b) the name and contact details of the Data Protection Officer is David Bridge, GDBR where more information can be obtained
- c) a description of the likely consequences of the personal data breach and
- d) a description of the measures taken, or proposed to be taken, to deal with the personal data breach, including, where appropriate, the measures taken to mitigate any possible adverse effects.

G) RECORD OF BREACHES

The Community Council records all personal data breaches regardless of whether they are notifiable or not as part of its general accountability requirement under GDPR. It records the facts relating to the breach, its effects and the remedial action taken.

A risk assessment is below:

In summary:

We undertake an analysis of the risks presented by our processing, and use this to assess the appropriate level of security we need to put in place.

When deciding what measures to implement, we take account of the state of the art and costs of implementation.

We have an information security policy (or equivalent) and take steps to make sure the policy is implemented.

Where necessary, we have additional policies and ensure that controls are in place to enforce them.

We make sure that we regularly review our information security policies and measures and, where necessary, improve them.

We have assessed what we need to do by considering the security outcomes we want to achieve.

We have put in place basic technical controls such as those specified by established frameworks like Cyber Essentials.

- We understand that we may also need to put other technical measures in place depending on our circumstances and the type of personal data we process.

- We use encryption and/or pseudonymisation where it is appropriate to do so.

- We understand the requirements of confidentiality, integrity and availability for the personal data we process.

- We make sure that we can restore access to personal data in the event of any incidents, such as by establishing an appropriate backup process.

- We conduct regular testing and reviews of our measures to ensure they remain effective, and act on the results of those tests where they highlight areas for improvement.

- Where appropriate, we implement measures that adhere to an approved code of conduct or certification mechanism.

- We ensure that any data processor we use also implements appropriate technical and organisational measures.

BROUGHTON AND BRETTON Community Council
Accounts for Payment
May-23

Ref:	Voucher No:	Payee:	Amount
DD	BB/22/129	SSE - unmetered supplies - March	£ 1,091.74
BACS	BB/22/130	OVW - Zoom Conference 14.09.22 - PBR	£ 75.00
6335(FG)	BB/22/131	Ewloe PO - Agendas April	£ 22.50
BACS	BB/22/132	St. Mary's Church - Coronation Grant	£ 100.00
BACS	BB/22/133	Broughton Comm. Centre - Coronation Grant	£ 100.00
BACS	BB/22/134	St. Mary's Church - MMA Cllrs R.Mc/B.M	£ 450.00
BACS	BB/22/135	Rialtas - annual support/maintenance	£ 149.23
BACS	BB/22/136	Litter Collector - salaries May	£ 1,303.08
BACS	BB/22/137	HMRC - salaries May	£ 483.28
BACS	BB/22/138	Clwyd Pension Fund - salaries May	£ 552.04
BACS	BB/22/139	Bretton Methodist Church - xmas lights	£ 45.00
BACS	BB/22/140	FCC - annual rental garage 3 Westminster Rd	£ 670.00
BACS	BB/22/141	Sutcliffe - replacement part multi-play - C P	£ 125.43
BACS	BB/22/142	SSE - unmetered supplies - April	£ 939.43
BACS	BB/22/142	H W Oultram - fuel April	£ 70.91
6335 (FG)	BB/22/143	The Range - bird seed	£ 14.39
BACS	BB/22/144	HCC - Joint Maintenance - May	£ 6,387.79
		TOTAL	£ 12,579.82

Chairman:

Chair of Finance:

12/01/23 (11)

Planning Applications:

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER
-----	------------------------------------	----------	---------	--------------

1.	FUL/000334/23 Ward: Broughton North East	Single storey (porch) extension at front of property	17 Lynton Place Broughton	B Kinnear
2.	FUL/000345/23 Ward: Broughton North East	Erection of three commercial buildings as Phase II of the Vista Business Park development (B1 Business (Light Industrial), B2 General Industrial (Business uses) and B8 Storage and Distribution uses), together with the extension of internal access road, parking, landscaping and installation of associated infrastructure	Vista Business Park, Manor Lane, Hawarden	J Beattie

Broughton and Bretton Community Council
Planning Committee – 23rd May 2023

Here SQ(12)

Planning Applications confirmed by FCC

No.	Planning Application Number & Date	Proposal	Address	CASE OFFICER
-----	------------------------------------	----------	---------	--------------

1.	DET/000294/23 Ward: Broughton North East	Application for Approval of Details Reserved by Condition 3, Ref: FUL/000107/23 (Erection of an outbuilding to serve as a dog grooming parlour)	5, Brook Lane, Hawarden	Approved Delegated Officer 28.03.23
2.	FUL/000149/23 Ward: Broughton North East	Retrospective flue to side of detached garden building	1 Barnfield, BRETTON COURT MEWS, Bretton Road, Bretton	Approved Delegated Officer 23.04.23