

**MINUTES OF THE GENERAL PURPOSES COMMITTEE
HELD ON TUESDAY 22 MAY 2018**

PRESENT: The Town Mayor, Councillor Pam Dowson, in the Chair;
The Deputy Mayor, Councillor Stewart Fletcher
Councillors: Kerry Fletcher, Mark French, Allan Knox, Paul Robinson
Cathy Holmes, Town Clerk

11.18 APOLOGIES

Apologies for absence, together with reasons, had been received from Councillors Ian Brown, Maureen Fenton, Sue Knox and Mary Robinson.

12.18 PUBLIC PARTICIPATION

There was no public participation.

13.18 DECLARATIONS OF INTEREST

There were no declarations of interest.

14.18 MINUTES.

The Minutes of the General Purposes Committee meeting held on 26 February 2018 were proposed and seconded as a correct record and duly signed by the Chairman.

15.18 PLANNING APPLICATIONS.

Consideration was given to planning applications received for weeks ended 20 April 2018, 04 May and 11 May 2018.

RESOLVED:

- (1) That no objections be raised to the following applications :-
3/2018/0298, 0322, 0347, 0356, 0372

16.18 MAYORAL COMMUNICATIONS

Details of official duties undertaken by the Town Mayor and Deputy Town Mayor since the last Town Council meeting were submitted for information.

17.18 CHANGES TO BANK MANDATE 2018/19

The Town Clerk advised that the procedure to add the Deputy Mayor, Cllr Stewart Fletcher, to the mandate was ongoing and that the former Mayor, Cllr Fenton, would be removed from the mandate as part of that same process.

18.18 ANNUAL MAYOR MAKING CEREMONY

It was agreed that the suggestion that procedures for the annual mayor making ceremony be drafted and formalised for future reference was sensible and Cllr Sue Knox was thanked for her offer of assistance with this exercise.

RESOLVED:

That procedures for the annual mayor making ceremony be drafted and formalised for future reference.

19.18 GENERAL DATA PROTECTION REGULATIONS (GDPR)

It was explained that, although much of the personal data held by the Town Council, would only be processed as part of normal council management and did not therefore require specific consent, there was certain data which would be caught by the GDPR and the Town Council would have to obtain specific consent from the appropriate individuals to further processing of their data. The Town Clerk also advised that members of staff and councillors would need to be issued with a privacy notice. It was explained that seven members of the Council who were also RVBC councillors would be registered as data processors by RVBC but that the three remaining members of the Town Council would need to be registered by the Town Council.

20.18 MAYOR OF CLITHEROE WELFARE FUND

The Town Clerk provided details of the overall sum raised by the Mayor of Clitheroe 2017/18 and how Councillor Fenton proposed to divide this sum between two charities.

RESOLVED: That the funds raised be distributed as requested by the former Mayor of Clitheroe 2017/18.

21.18 REQUESTS FOR FINANCIAL ASSISTANCE

(i) Clitheroe Civic Society

The Town Clerk submitted a request for financial assistance from the Clitheroe Civic Society towards the costs of the refurbishment of the bound volumes of the Clitheroe Advertiser & Times used for local research.

RESOLVED: That the Town Council contribute £250.00 towards the cost of the project.

(ii) Clitheroe Garden Club

The Town Clerk submitted a request for financial assistance from Clitheroe Garden Club towards the costs of the club's annual show.

RESOLVED: That the Town Council contribute £50.00 towards the costs of this project.

22.18 ACCOUNTS PAID APRIL 2018

The Town Clerk submitted details of the accounts paid to date in April 2018 for approval.

RESOLVED:

THAT the accounts paid in April 2018 be approved.

23.18 PARISH LENGTHSMAN'S REPORTS

The Parish Lengthsman's General Report, Play Areas Report and Allotments' Report for April 2018 were considered.

The Town Clerk confirmed that remedial work on the Hayhurst St allotment site was to be carried out by a sub-contractor for three days commencing on 06 June 2018 and all allotment holders had been forewarned of the work. A quotation for replacing the fence at this site would also be obtained.

It was noted that the parish lengthsman collected a large amount of litter on his rounds. It was suggested that the lengthsman photograph the state of the river side area after "stand down" day in the town and an article be sent to the local press to raise awareness of the issue.

The meeting finished at 7.50pm

Signed

Chairman