



Meeting (No) **POLICY COMMITTEE (12)**
Time & Date **6pm 1 May 2018**
Place **Town Hall**
Document **Minutes**

Present: Cllrs Marlow (Chair), Barker, Carter and Warner.

In attendance: Miss A Duncan (Governance and Operations Manager) and Cllr Lloyd.

PART 1: Items considered in the presence of the press and public

146 Questions and comments from residents: none.

147 Apologies for absence

RESOLVED to accept apologies for absence from Cllr Kynaston (business).

The absence of Cllr Roberts was noted.

148 Declarations of Interest

There were no declarations of interest.

149 Minutes of the last meeting

RESOLVED to approve minutes of the meetings held on 19.12.17, 27.02.18 and 03.04.18. The Chair signed the minutes.

150 Governance & Operations Manager's report

There were no questions to the Governance and Operations Manager.

151 Committee budget

The Committee considered budgets. No changes were made.

152 Privacy Notices

The Committee received privacy notices for staff and noted that the definition of staff included employees, workers, agency staff and those retained on a temporary or permanent basis.


The Committee noted that privacy notices for Councillors would be tabled to be received at the Annual Meeting of the Council.

153 Data Protection & Document Retention Policy

- 1 The Committee noted that the 'Dropbox' was no longer used by Council and had been removed from the Policy.
- 2 The Committee requested that officers seek advice and recommend retention periods for:
 - a. Correspondence with residents, papers and Electoral Roll
 - b. Notification of Members Interests, and
 - c. Councillor Contact
 - d. Licensing Memos
 - e. Working group records.

The Committee agreed to replace 'Private Applications including documents relating to Appeals (Approved)' with, 'Planning Memos' (timescale of 6 years agreed re FOI).

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The Committee agreed to recommend the Document Retention Policy to the Annual Meeting of the Council including the above mentioned corrections.

154 Noticeboards

RESOLVED to give delegated authority to the Governance & Operations Manager to arrange for restraining cabin hooks to be fitted to all Town Council noticeboard doors at a maximum cost of £200+VAT from budget line 4315.

155 Publicity materials

The Committee considered a recommendation from the Resources Committee that consideration be given to updating the information panels on the display pop-up stand. The Committee requested that this be pursued with the company that supplied the stand and suggestions/costs to be considered at a future meeting.

156 Data encryption and antivirus

RESOLVED to purchase bundle for data encryption and antivirus, the licence to cover up to 10 PCs plus the server at a maximum cost to include installation by our IT consultant of £500.

157 Standing Orders

The Committee agreed to recommend to the Annual Meeting of the Council that 3iii, 3xi and 15d of the Standing Orders be amended to read:

3iii Give public notice of the time, date, venue and agenda of a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the sub-committee convened by councillors is signed by them) and publish the notice on the Council's website. The length of notice given for any sub-committee meeting shall be the same as the length of notice given for meetings of its parent committee.

3xi Process all data access requests made under the Freedom of Information Act 2000, Data Protection Act 1998 and General Data Protection Regulations 2018, in accordance with and subject to the Council's procedures relating to the same.

15d A standing committee shall have no fewer than five and no more than seven members of the Council.

158 Other items: none.

159 Next meeting

It was noted that the date of the next meeting would be agreed at the Annual Meeting of the Council on 22 May 2018.

160 Exclusion of the Press and Public

RESOLVED to exclude the public and press for the remaining items because of likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.


PART 2: Items considered in the absence of the press and public

161 Easter working arrangements

RESOLVED to provide retrospective approval of one day's leave in lieu of part working Easter Friday unexpectedly.

162 Staffing

- a The Committee considered the implications of current staffing levels.


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- b **RESOLVED** to provide delegated authority to the Governance and Operations Manager to arrange additional temporary staffing up to a maximum cost of £1,000 over a four week period, taking advice from the HR consultant as appropriate. Cost to be assigned to budget line 4000.

The Committee clarified the duties to be assigned to the temporary additional hours of work for the Support Officer as agreed by Council on 26 May 2018.

Recommendation for Council: the Committee agreed to recommend to the Annual Meeting of the Council that a review Task & Finish Group be established.

The meeting closed at 7.05pm.

Signed  Date 22/5/18