



Clerk: Mrs. L Rampton  
Parish Council Office,  
Winscombe Community Centre,  
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**A Meeting of the Employment, Finance & Policies Committee  
was held on Monday 6<sup>th</sup> August 2018,  
7.30pm at the Winscombe Community Centre, Amesbury Room**

**Committee Members Present:** Mr C Ballard (CBa), Mr A Forbes (AF), Mr K Joyce (KJ), Mr G Lloyd (GLI), Dr P Watkins (PW), Mr J Westlake (JW) and Mr M Williamson (MW)  
**Committee Members Absent:** Ms C Boase (CBo), Ms J Corry (JC), Mr G Lockett (GLu) and Mr V Slater (VS)  
**Clerk:** Mrs L Rampton (LR)                      **Public:** One

Recommendations to the full council for approval are highlighted in red below.

- 1 **To elect a Committee Chairman & to receive the declaration of acceptance of office** – Cllr M Williamson was proposed as committee chairman by AF, seconded by KJ, and with the exception of MW who abstained from the vote, all members were in favour. The declaration of acceptance of office was duly signed and received by the Clerk.
- 2 **To receive Apologies for Absence** – apologies were received from Parish Councillor C Boase.
- 3 **Declarations of interest by Councillors, & Clerk to consider dispensation requests from members to allow them to participate in a discussion or vote on an item in which he/she may have a disclosable pecuniary or non-pecuniary interest.** No interests were declared.
- 4 **Public Participation** – there was none
- 5 **Minute Update from the previous meeting dated 16<sup>th</sup> April 2018.**  
There were no matters for update aside from those included as agenda items for discussion at this meeting.
- 6 **To review budget summary reports for 2018/19 and to receive a bank reconciliation**  
Reports of the accounts to the end May 2018 had been prepared and circulated in advance of the meeting along with a bank reconciliation and copy bank statements. The Clerk answered questions in relation to use of funds from earmarked reserves for the cemetery project, Youth Club grant (not to be claimed due to the likely closure of the club late 2018), office telephone lines, potential PWLB loan for the refurbishment of the Woodborough Road Public Conveniences and funding allocated for the replacement pitch barriers at the Recreation Ground. It was confirmed that one cheque remained unrepresented at 31<sup>st</sup> May 2018.
- 7 **To consider adoption of further documentation in relation to the General Data Protection Regulation (GDPR) including subject access requests, refresh consents, individuals rights and communicating privacy information**  
For activities that are undertaken by virtue of being a Parish Council, consent may not be required to keep personal information. However, if in any doubt, advice through recognised bodies within the sector was to obtain consent.  
Councillor Privacy Notices were still being investigated as implications of the new legislation continued to unfold. Initial advice suggested that the obligation of Councillors to disclose 'Declarations of Interest' arises from the Localism Act 2011 (s29(5)) and therefore the processing of the information is necessary for compliance with a legal obligation and therefore allowable and consent not required.  
**Works continued towards compliance with the 2018 General Data Protection Regulation, with the following documents, as amended, being considered and recommended for adoption by the Parish Council:**
  - a. Email Contact Privacy Notice
  - b. Purchase of Exclusive Rights Privacy Notice

- c. GDPR (Service) Consent to hold Contact Information
- d. Privacy Notice
- e. Privacy Impact Assessment
- f. Subject Access Request Form
- g. Management of Transferable Data Policy

Proposed by CBa, seconded by KJ, all committee members were in favour

It was considered initially that hard copy consent forms would be kept and any instruction submitted by email printed to file. As changes to GDPR continued to evolve, amendments to administrative procedures would/could be modified.

The Government had tabled an amendment to its own Data Protection Bill to exempt all Parish and Town Councils from the requirement to appoint a Data Protection Officer under GDPR.

**8 To consider the disposal of information documentation no longer required**

GDPR requires the Parish Council to maintain records of processing activities but it is recommended that papers or documentation containing personal information should be destroyed when they are no longer of any use, or relevant. As the Parish Council had placed the continuation of a Neighbourhood Development Plan for the Parish in abeyance in January 2017, and recently confirmed its intention not to continue with the plan at this time, hard copy data collected through a NDP Questionnaire stored was considered unnecessary.

**As a summary document exists for the Parish Council Neighbourhood Plan Questionnaire 2016, hard copy forms should be sent to confidential waste for destruction.**

Proposed by KJ, seconded by AF. All in favour

**9 To continue the review of Standing Orders and associated documents - terms of reference**

Group and Committee Chairmen was asked to reconsider their group 'terms of reference' and submit any suggestions for amendment to these to the Clerk as soon as possible for consideration at the next meeting.

A review of the constitution to the War Memorial Recreation Ground would also be scheduled as an agenda item at the next meeting of this committee with suggestions to any changes then being referred to the War Memorial Recreation Ground Committee for comment.

**10 Matters for Information.** There were none

**Meeting Closed: 8.30 pm.**

**Date of next meeting: Monday 5<sup>th</sup> November 2018**

**Signed \_\_\_\_\_ (E,F&P Chairman)**

**Date \_\_\_\_\_**