



**Minutes of the Policy Committee meeting
held on Monday 18 June 2018 at 7.30 pm
at 2 Knowle Park Lane, Fair Oak**

Committee Councillors Present: Mrs H Douglas (Chairman), J Goss, T Mignot, Mrs M Shephard, J Sorley & P Spearey (Vice-Chairman).

Apologies: Cllr C Bird

Other Councillors Present: H McGuinness

Officers in attendance: Ms M Stephens, Clerk, Mrs L Greenslade, Deputy Clerk.

PUBLIC SESSION

None present.

33 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

None received.

34 MINUTES

RESOLVED:

That the minutes of the meeting held on 19 March 2018, be noted (previously approved at the AGM on 21 May).

35 GENERAL DATA PROTECTION REGULATION (GDPR)

Members discussed the policies, previously circulated as Report A, to comply with the GDPR requirements.

RESOLVED

- a) That the GDPR policy documents as set out in appendices 1 – 6 to Report A, be adopted;
- b) That the Clerk be given delegated authority to carry out the necessary tasks & functions to ensure GDPR compliance on behalf of the Parish Council; and
- c) That Members' email addresses be changed to ensure GDPR compliance.

36 WOODLAND COMMUNITY CENTRE – BOOKING TERMS AND CONDITIONS

RESOLVED

That the booking terms and conditions as set out in Appendix 1 to Report B, be approved, subject to minor amendments.

37 WOODLAND COMMUNITY CENTRE – HEALTH & SAFETY POLICY AND FIRE SAFETY POLICY

RESOLVED

- a) That the Health & Safety Policy as set out in Appendix 1 to Report C, be adopted;
- b) That the Fire Safety Policy as set out in Appendix 2 to Report C be adopted; and
- c) That the Fire Risk Assessment for the Centre as set out in Appendix 3 to Report C be approved.

38 LEASE TO OCCUPY – WOODLAND COMMUNITY CENTRE

RESOLVED

That the signed lease to occupy, as set out in Appendix 1 to Report D, be noted.

39 REPORT OF THE RESPONSIBLE FINANCE OFFICER

RESOLVED

- a) That the report of the Responsible Finance Officer, be approved; and
- b) That cheque signing and BACS payments be noted.

This was all the business and the meeting closed at 7.30 pm.

Signed Chairman