

BARRINGTON PARISH COUNCIL

The Annual General Meeting of the Parish Council will be held on

Tuesday 15th May 2018 in the Village Hall at 7.30 p.m.

AGENDA

1. **Apologies for absence**
2. **Declarations of Acceptance of Office**
3. **Election of Chairman 2018-2019**
 - a. Nomination : Sheila Potter proposed by Hayley McCormick, seconded Anne Day
4. **Election of Vice-Chairman 2018-19**
 - a. Nomination : Anne Day proposed by Sheila Potter, seconded by Hayley McCormick
5. **Code of Conduct** All
6. **Register of Pecuniary Interests** All
7. **Appointment of Mrs V Parkes as Independent Internal Auditor** All
8. **Councillors Responsibilities**
 - a. Responsibilities/committees/sub-committees
 - b. Street Warden areas
 - c. S106 Working Groups
9. **Standing Orders:** (previously circulated) All
To adopt
10. **To review existing policies** (previously circulated. No changes; to be taken "as read") :-
 - a. Grievance and Disciplinary All
 - b. Bullying and harassment All
 - c. Complaints procedure All
 - d. Children and Vulnerable Adults All
 - e. Press and Media Policy All
 - f. Financial Regulations: deferred to next meeting
11. **General Data Protection Regulations:**
 - 11.1 to adopt the following policies
 - a. Removable Media Policy
 - b. Information Security Incident Policy
 - c. Social Media and Electronic Communication Policy
 - d. Information Protection Policy
 - e. Retention of Documents and Records
 - f. Privacy Notice
 - 11.2 to record

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- a. Data Protection Briefing
- b. Checklist for Privacy notices
- c. Checklist for Technical and Organisational Safeguards and Measures
- d. Checklist for Lawful Basis for Processing

11.3 Councillors to Action

- a. GDPR Awareness Checklist for councillors – and sign
- b. Councillor Privacy notice – and sign

11.4 Assessment of Personal Data : update Clerk

11.5 Risk Assessment: update Clerk

Dates of meetings:-

2018: June 19th July 17th August 21st September 18th October 16th
November 20th December 18th

2019:

January 15th February 19th March 19th April 16th A.P.M. May 7th
May 21st (plus A.G.M.) June 18th July 16th August 20th
September 17th October 15th November 19th December 17th

(at any point the Chairman may declare that in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded and the members of the public will be asked to withdraw)

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