



## COMMUNICATION COMMITTEE

MINUTES of the meeting held on **26<sup>th</sup> April 2018** in Edgmond Village Hall at 2.00pm.

Present: Councillor R Higginson  
Councillor G Jones  
Councillor P Doherty  
Councillor M Barton  
Councillor P Hughes

In attendance: Katrina Baker (Clerk)

### **C2018/100 Welcome**

The Chairman welcomed all Members and thanked them for attending.

### **C2018/101 Apologies**

Cllr R Hayhurst	Work Commitments	Accepted
Cllr D Ryan	Holiday	Accepted

### **C2018/102 Minutes of the meeting held on 14<sup>th</sup> December 2017**

It was proposed by Councillor G Jones and seconded by Councillor P Doherty, all were in favour and it was

<b>RESOLVED that the Minutes of the meeting held on 14<sup>th</sup> December 2017 be signed by the Chairman as a true record.</b>
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### **C2018/103 Matters Arising from the Minutes, for information**

- a) Parish Logo  
The new logo has been in use for a couple of months and a number of positive comments have been received. Thanks were extended to Councillor M Barton and P Doherty for their work on this project.
- b) Magazine Articles  
The Clerk will write an article for the next newsletter and Councillor Barton will write the one for September. A new list for October onwards will be circulated to Members.
- c) Neighbourhood Plan  
The Chairman and Members recorded a vote of thanks to everyone who had helped in any way with the writing and formation of the Edgmond Neighbourhood Plan. The referendum result showed the commitment of the community to support the

process and the plan. There had been a 94.% vote in favour of the NP from a 45.2% turnout. Only 26 people have voted against it.  
The NP will be ratified and accepted as a Planning Document at the TWC Cabinet Meeting at the end of May.

**C2018/104      Records of Appreciation**

There was a lengthy discussion regarding a process that could be adopted by the Parish Council to acknowledge and recognise the important contributions that a number of local residents make to Edgmond Parish – (our unsung heroes who work quietly and tirelessly for the benefit of the area and the residents.)

It was agreed that letters of appreciation will continue to be sent to anyone who voluntarily ‘does something that makes a difference’ within Edgmond.

It may be at some point, a group, organization or individual does something that the Parish Council believes is worthy of a laminated certificate. Nominations will be considered by the Communication Committee.

A register of nominations and awards will be kept by the Parish Clerk and a regular item will be added to the bi-monthly Full Council agendas.

**C2018/105      General Data Protection Regulations**

The Clerk updated Members on the requirements of the GDPR and model documents that have been prepared by the National Association of Local Councils. Copies will be circulated to all Members, for adoption at the Annual General Meeting. NALC has worked on behalf of Parish & Town Councils to ensure that implementation is efficient and not too expensive.

There is a requirement for the employment of a Data Protection Officer as it has been confirmed that neither a Clerk nor a Councillor can undertake the role. Funds were included in the budget and this will be necessary before the implementation date of 25<sup>th</sup> May.

Members considered the Pre Data Audit Screening Questionnaire which will require a retention policy (based on LTN 40 from NALC) and a privacy statement, which will be available on our website.

All Councillors will sign a Consent Form at the AGM in order that we can continue to share information in and around our Councillors without being subject to a breach of the GDPR.

**C2018/106      Any Other Business**

None

There being no further business, the Chairman closed the meeting at 3.20pm.

The next meeting will be as per the schedule for 2018/19 which will be confirmed at the Annual General Meeting in May.

Signed .....Date .....