GNOSALL PARISH COUNCIL
(INCLUDING THE WARDS OF MORETON AND KNIGHTLEY)

Clerk of the Council
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MINUTES OF A MEETING OF THE
PROCEDURES REVIEW COMMITTEE

Held on 25th March 2019 at 7.30pm in the Parish Office

Present: Cllr Booth (in the chair), Cllr Payne, Cllr Ingram, Cllr Payne, Cllr Lammin, Cllr Emsley, Cllr Gregory, Cllr Alker, Jayne Cooper

1	**To receive apologies and record absences** None received. Cllr Lammin was welcomed to this committee	
2	**To receive any Declarations of Interest** There were no declarations of interest	
3	**To receive and confirm the notes of the last meeting held on 22nd October 2018** The minutes were proposed, seconded and agreed as a true and accurate record of the meeting.	
4	**To discuss any matters arising not dealt with elsewhere on the agenda including:** • Governance and Accountability was formally adopted at a recent Resources Committee meeting. • Clerk to to seek advice from SPCA on the length of time Cllr's DPI information should be kept • Cllr Booth, Chair of PRC and Cllr Ingram, Chair of Resources Committee, along with the Clerk, should meet separately to review the Financial Regulations	Clerk Cllrs Ingram & Booth
5	**To discuss progress with General Data Protection Regulations (GDPR) requirements and any outstanding action** **a) Brief review of steps 1-12** Work on GDPR had been completed with all policies and papers written in draft format. PRC Members were reminded that the Information	

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	Commissioner's Office's 12 step guidance and example templates from the Society of Local Council Clerks had been used. At the previous meeting policies in relation to steps 1-5 were reviewed. **b) To receive draft policies and documentation for consideration** The Clerk presented draft documents as follows for consideration. • Data request form (steps 4 & 5) • Data Protecting Impact Assessment (DPIA) (ref step 10) • Data retention for councillors, • Data retention for suppliers and contractors • Staff data privacy and protection • Volunteers data privacy and protection • The use of CCTV cameras All policies were reviewed and amendments agreed. Cllr Abbot agreed to assist the Clerk in developing a standard format for all policies. Once all polices had been amended, a complete pack would be presented to councillors at a full council meeting for ratification. Policies would then be posted on the council's website. **c) Retention and Disposal Policy** An SLCC's Retention and Disposal policy had been adapted for GPC's use and was circulated for consideration. NALC's Legal Topic Note 40 on Retention and Disposal of Council documents was available to help with making decisions regarding the length of time documents are to be retained. Councillors were asked to consider whether the following data held in hard copy in the parish office, should be destroyed or retained: Surveys: • Parish Plan 2009 (approx) – it was agreed to destroy any surveys and retain the main documents and analysis of data • Grosvenor Centre feasibility 2010 (approx) - it was agreed to destroy any surveys and retain the main documents and analysis of data • Affordable Homes 2010 - it was agreed to destroy any surveys and retain the main documents and analysis of data • Neighbourhood Plan 2014/15 - it was agreed to destroy any surveys and retain the main documents and analysis of data Other files • Personnel files: former staff files to be retained indefinitely applications for jobs (unsuccessful candidates) to be retained for one year • Computer files pre 2008 for the Clerk and pre 2015 for the Council Support officer to be stored on memory stick Booking forms, Grosvenor Centre – retain for one year • Allotment agreements – retain for one year • Bank statements – retain only the last completed audited year	Cllr Abbott & Clerk

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6	**To consider guidance for councils on plans for the death of a sovereign** Guidance from SLCC Clerk's Magazine and other council publications was circulated on the procedures council's could consider to have in place to deal with the death of the Queen or other senior royals. It was agreed Gnosall Parish Council should: a) Purchase a union jack flag to fly at half mast from the flag pole on the Grosvenor Centre site b) Purchase a loose leaf folder for parishioners to write messages of condolence c) Purchase a piece of black ribbon to place over the portrait of the Queen which hangs in the Grosvenor Centre and which would be placed near to the book of condolence d) Dedicate space in front of the Grosvenor Centre (to left of front doors) for parishioners to lay flowers e) Flowers left at the Grosvenor Centre to be removed the day after the state funeral and composted. The compost to be used when planting a memorial tree (possibly near to the planned dementia garden). The Clerk to action.	Clerk
7	**To receive any feedback from committees regarding changes to Terms of Reference** Procedure Review Committee reviewed its Term of Reference in October 2018 Resources Committee reviewed Terms of Reference in December 2018. Planning Committee reviewed Terms of Reference in May 2018 Personnel Committee reviewed its Terms of Reference in May 2018 Communications, Open Spaces and Grosvenor Committees yet to review Terms of Reference All suggested amendments were noted and would be incorporated once all Terms of Reference had been reviewed.	
8	**To agree the time and date of the next meeting** 28th October 2019 (unless another meeting is needed earlier)	

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