

MINUTES of the POLICY AND FINANCE COMMITTEE MEETING of TONYREFAIL & DISTRICT COMMUNITY Council, held on **MONDAY 21ST MAY 2018** at the Council Office, Trane Cemetery, Gilfach Road Tonyrefail which commenced at 6.30pm.

PRESENT: Councillors: Messrs. Shawn Stevens, Danny Grehan and Andrew Davies-Jones

In Attendance: Mrs. P. Williams (Clerk)

1. TO APPOINT CHAIRMAN (FOR ENSUING YEAR)

It was **RESOLVED:** That Councillor Shawn Stevens is appointed as the Chairman of the Policy and Finance Committee for 2018-2019.

2. TO APPOINT VICE CHAIRMAN (FOR ENSURING YEAR)

It was **RESOLVED:** That Councillor Andrew Davies-Jones is appointed at the Vice Chairman of the Policy & Finance Committee for 2018-2019.

3. TO RECEIVE APOLOGIES FOR ABSENCE IN ACCORDANCE WITH THE LOCAL GOVERNMENT ACT 1972, SECTION 85

3.1 APOLOGIES SUBMITTED FOR APPROVAL

Apologies for absence were received from Councillors Messrs. Austin Davies (Holidays), D. Owen-Jones (Work Commitment) and C. Wells (Work Commitment).

3.2 APOLOGIES NOT SUBMITTED

None.

4 DISCLOSURES OF PERSONAL INTEREST FROM MEMBERS IN ACCORDANCE WITH THE CODE OF CONDUCT.

There were no disclosures of personal interest declared.

5 GDPR – DELEGATED POWERS WERE GIVEN TO THE POLICY AND FINANCE COMMITTEE TO DISCUSS, APPROVE AND ACCEPT THE FOLLOWING DOCUMENTS – SEE MINUTE NO. 22 – MAY MONTHLY MEETING.

- **TO NOTE LATEST NEWS FROM SLCC THAT PARISHES AND COMMUNITIES TO BE EXEMPT FROM APPOINTING A DPO.**

“Parishes and Communities to be exempt from appointing a DPO – Published 11th May 2018.

The House of Commons this week, during the Report Stage, accepted a Government amendment to the Data Protection Bill, the effect of which will be to remove all parish, town and community councils, parish meetings and Charter Trustees in England and Wales from the initial requirement that they must appoint a Data Protection Officer”

Initials:

Date:

- **TO RECEIVE A COPY OF THE ICO CHECKLIST OF STEPS TO TAKE AND THE SLCC'S ADVICE AS HOW TO PROCEED.**

It was **RESOLVED:** To note the copy of the ICO Checklist.

- **RETENTION OF DOCUMENTS POLICY AND TOGETHER WITH A LIST OF DOCUMENTS FOR RETENTION**

With some amendments it was **RESOLVED:** To accept and approve the Retention of Documents Policy together with the list of the Documents for Retention

- **DATA PROTECTION AND THE COUNCIL AND COUNCILLORS**

With some amendments it was **RESOLVED:** To accept and approve the Data Protection and the Council and Councillors

- **COMMUNITY COUNCIL MEMBER – DATA SHARING CONSENT FORM**

With some amendments it was **RESOLVED:** To accept and approve the Community Council Member Data Sharing Consent Form.

- **PRIVACY NOTICE**

With some amendments it was **RESOLVED:** To accept and approve the Privacy Notice.

- **PRIVATE NOTICE IN RESPECT OF WEBSITE EMAILS ETC.**

With some amendments it was **RESOLVED:** To accept and approve the Privacy Notice. It was also **RESOLVED:** That Councillor S. Stevens will make enquiries as to Para.5 under 'Political purposes/Elections' in respect of an Independent Councillor having a need to register with the ICO.

- **MANAGEMENT OF TRANSFERABLE DATA POLICY**

With some amendments it was **RESOLVED:** To accept and approve the Privacy Notice.

- **CONSENT FORM TO HOLD CONTACT INFORMATION**

With some amendments it was **RESOLVED:** To accept and approve the 'Consent to hold Contact Information' form.

- **FINANCIAL GRANT APPLICATION FORM**

With some amendments it was **RESOLVED:** To accept and approve the Financial Grant Application form.

- **SOCIAL MEDIA AND ELECTRONIC COMMUNICATION POLICY**

With some amendments it was **RESOLVED:** To accept and approve the Social Media and Electronic Communication Policy.

- **DATA PROTECTION DOCUMENT INSTRUCTIONS - SLCC**

It was **RESOLVED:** To note the abovementioned.

Initials:

Date: