

# **Parish of HIGHAM FERRERS NOTICE OF MEETING OF COMMITTEE**

NOTICE IS HEREBY GIVEN THAT –

A Meeting of the Policy and Resources Committee will be held at **TOWN HALL, MARKET SQUARE, HIGHAM FERRERS** on **TUESDAY** the **TENTH** day of **APRIL 2018** at **7.30pm** in the evening.

The meeting will be open to the public unless the Council otherwise direct.

## **AGENDA**

1.     **APOLOGIES**  
To receive and accept apologies for absence.
  
2.     **DECLARATIONS OF INTEREST**  
To receive Declarations of Interest. To receive Declarations of Interest – Disclosable Pecuniary Interests or Other Interests and the nature of those interests relating to items on the agenda.
  
3.     **MINUTES**  
To approve and sign as a correct record the Minutes of the meeting of the Policy and Resources Committee held on 13<sup>th</sup> February 2018.
  
4.     **PUBLIC FORUM (15 minutes)**  
To allow any member of the public to address the meeting for a period of no longer than three minutes each.
  
5.     **REVIEW OF POLICIES**  
To review the following policies: -
  - 5.1.   Recording of Delegated Decisions.
  - 5.2.   Statement of Community Engagement.
  - 5.3.   Training Statement of Intent.
  
6.     **BUSINESS/FORWARD PLAN**  
To receive an update on progress with projects and works detailed in the current Business/Forward Plan.
  
7.     **NEW CEMETERY**  
To consider the report from the Town Clerk on the search for Cemetery Land.
  
8.     **TOWN HALL ACCESS**  
To consider a report from the Town Clerk.
  
9.     **LIBRARY**  
To receive a verbal update from the Town Clerk
  
10.    **GDPR Compliance**
  - 10.1.  To consider the enclosed report from the Town Clerk on GDPR Compliance
  - 10.2.  To adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy

11. **ITEMS TO REPORT**

To report on any items not included on the agenda. No decisions can be taken under this item.

12. **DATE OF NEXT MEETING.**

12<sup>th</sup> June 2018

Signed

Sandra Mitcham

Town Clerk (BA (Hons), FILCM

4<sup>th</sup> April 2018