

Clerks Report – Parish Council Meeting 18th April 2018, Broughton Parish Rooms.

Documents circulated with the agenda:

Data Protection Officer service proposal and information notes on the GDPR, for information
Eccleshall Parish Email re church displays for the Festival.

Updates:

1). **Parish Council email accounts.** Any other members who wish their new EPC account to be redirected will need to get in touch with the Clerk. It is noted that any responses MUST still be sent from the Parish account, and for purposes of data protection, the personal account must only be accessed by the Councillor, and not be a joint/family account. **It is important the official addresses are now used for Parish correspondence**, and these are on the website for public contacts.

4). **Works to be considered in the absence of the Neighbourhood Highways Team:-** The Clerk has received 3 responses to the call for information on what areas need to be considered by the Council for maintaining in the absence of the NHT. The deadline for receipt of responses was Friday March 23rd 2018, so please submit any additional areas to be highlighted to the Clerk as soon as possible. This link provides information on what type of activities should be considered - <http://www.highwaysyourway.info/>

Clerk Availability: No annual leave is booked prior to the next meeting in May.

Further Information for Agenda Items:

Item 9) General Data protection regulations:- coming into effect from the 25th May 2018, this is a new set of regulations on data protection that will require the Parish Council to review their current arrangements for the dealing with, and holding of data. A very brief summary has been circulated for information. The Clerk will be the main data processor for the Council, but it has yet to be confirmed (as of the date of this report) whether it is possible for either the Clerk or a councillor to be the Data Protection Officer. It is clear that the role requires an in depth understanding of data protection regulations in order to ensure the Council adheres to the new regulations. Staffordshire County Council has offered Parish Councils the opportunity to buy into a centralised Data Protection Officer function, and a range of service levels are offered, as per the circulated proposal document.

Correspondence for consideration:

1. Eccleshall Parish request for involvement in the Eccleshall Festival Church Displays.

Correspondence circulated, to note:

1. Stafford Borough Council Members Digest received and circulated.
2. SPCA Weekly Bulletins – forwarded to all.
3. Visit Stafford Updates
4. Thank you letter from the Allotments Association.
5. Resident correspondence regarding a suggested exercise area, EPC copied into suggestion.

Notes:

SCC- Staffordshire County Council

SARH – Stafford and Rural Homes

SBC- Stafford Borough Council

SPCA – Staffordshire Parish Councils Assc

EPC – Eccleshall Parish Council