

**Supplementary documents circulated with the agenda:**

- Circular email regarding local school. See correspondence item below.
- Draft Newsletter

**Further Information for Agenda Items:**

Item 14) GDPR: Following guidance documents issued by the Society of Local Council Clerks, the Council now has a draft set of documentation available to ensure compliance with the upcoming General Data Protection Regulations. The new policies and documents comprise:

- Information and Data Protection overview
- General Privacy Notice
- Email Privacy notice
- New Councillor Contact Privacy Notice
- Removable Media Policy
- Document Retention and Disposal Policy with appendix of documents for retention and disposal
- Neighbourhood Plan Consultation Contact Privacy Notice
- GDPR Consent to hold contact information form
- Data Breach Reporting Form
- Subject Access Request Form

We may also need to review and update our current Social Media Policy to ensure it reflects any Data Protection considerations.

The data held by the Council will be reviewed to ensure its compliance with the new regulations. Councillor Le Monnier has reviewed all documentation, and there will need to be some final amendments to legal references once the law has been passed. I will then circulate the amended documents prior to the next Parish Council/ Policy & Resources meeting, for review and formal adoption.

Item 17) Internal Auditor Appointment for 2018/19. Mrs. Christine Heelis is happy to take on the role of internal auditor. Charges are £25/hour.

Item 20) Newsletter update. The draft newsletter is pending a cover image and proofreading. Creative Copy have quoted £276 for 1800 copies, which requires sign off pending final approval of the newsletter by the editorial team (Graham/Phil/Peter). If you have any seasonal images to use for the front cover, please send to the Clerk.

**Correspondence for consideration:**

1. Resident complaint regarding noise levels on weekend of 5/6<sup>th</sup> May 2018. A resident has contacted the Council to express their concerns at the excessive noise levels as a result of a local pub event in the High Street, and the unacceptable behaviour of some of the customers.

**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. Resident concerns regarding parking and the suggestion of using Frosts land for parking:- The resident has been updated regarding the Council's efforts to improve parking.
5. Circular email regarding concerns at a local school:- It is suspected that the email may be a spam email, as any reply to the sender's email is undeliverable, and it is completely

anonymous with no specific information. However, to allay any concerns, County Councillor Pert is investigating further and will update the Parish Council accordingly.

**Clerk Availability:** The Clerk will be on annual leave w/c 28<sup>th</sup> May for one week. Any agendas relating to meetings held on 6<sup>th</sup> June will be posted by w/e 25<sup>th</sup> May.

**Other Updates:**

NALC have circulated an updated set of Model Standing Orders, which will be reviewed to assess if any changes are needed to the current EPC Standing Orders.

**Notes:**

SCC- Staffordshire County Council

SARH – Stafford and Rural Homes

SBC- Stafford Borough Council

SPCA – Staffordshire Parish Councils Assc

EPC – Eccleshall Parish Council