

St Andrews Parish Council

Minutes of the Extraordinary Council Meeting Held on Wednesday 23rd May 2018 at 7:30pm at Redhouse Community Centre, Frankel Avenue, Swindon

Councillors Present: Jean Blake, Sue Cole, Deborah Donohoe, Mary Friend, Tim Owen, Derek Ricketts, Vera Tomlinson (Chairman), Melanie Woods, Kevin Woods and Vince Williams
Officer Present: Emma Sylvester
Public Present: 2

PRESENTATION TO GLOUCESTER HOUSE, HIGHWORTH AND CRUSE BEREAVEMENT

21 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Donohoe

22 DECLARATIONS OF INTERESTS

None

23 PUBLIC RECESS

There were no members of the public present.

24 GENERAL DATA PROTECTION REGULATION (GDPR)

- (i) **RESOLVED** to accept the GDPR Action Plan and Data Audit Schedule
- (ii) **RESOLVED** to purchase generic emails @standrews-pc.gov.uk and weekly backups for a cost of £50 per annum for 20 email addresses from Betterwebspace (InnovaTech Media Ltd)
- (iii) **RESOLVED** to adopt General Privacy Notice and Privacy Notice for staff and councillors (as filed in minute book).
- (iv) **RESOLVED** to adopt the following policies (as filed in the minute book):
 - a) Retention and Disposal Policy including Appendix A: List of Documents for Retention or Disposal
 - b) Information & Date Protection Policy
 - c) The Management of Transferable Data Policy

25 DOG BINS

Members discussed collection of waste from dog bins at Tadpole Garden Village. It was reported that some of the bins around the lake were broken.

RESOLVED

To empty 3 bins on Eastern Common at a cost of £2.50 per empty

To request that Crest replace the dog bins around the lake with larger bins rather than increase the collections to twice a week.

26 PLAY AREAS

- (i) Members discussed the Play Area Inspection Reports and asked the clerk to obtain quotes for completing the high and medium risk repairs.
- (ii) It was agreed to defer discussing taking on a 99 year lease of the play areas until further information had been obtained from Swindon Borough Council. It was noted that a meeting would take place on Wednesday 6th June at 3pm with Swindon Borough Council's Asset Strategy Manager.

27 Members resolved to exclude members of the public as the business to be transacted contained personal information pertaining to staff members and confidential business.

28 CONFIDENTIAL MINUTES

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STAFF

- (i) Members discussed holiday cover for the Groundsman
RESOLVED
To delegate decision to Clerk
- (ii) **RESOLVED** to approve backpay from December 2017 to March 2018 for clerk
- (iii) **RESOLVED** accept NJC pay increases for 2018/19 for Clerk and Groundsman

The meeting closed at 8:48pm.

Chairman _____

Date _____