

**LLANDOUGH COMMUNITY COUNCIL**

**MINUTES OF THE POLICY AND RESOURCES COMMITTEE HELD ON MONDAY  
25 JUNE, 2018 AT 7.00PM IN THE COUNCIL CHAMBER.**

**PRESENT**

Councillor Mrs. P. Gay (Vice-Chairman)  
Councillor M. Edwards  
Councillor P. King  
Councillor D. Mears  
Councillor Dr M. Misra  
Councillor E. Penn

**APOLOGIES FOR ABSENCE**

Councillor Mrs. P. Carreyett  
Councillor B.C. Hill

**1. MINUTES OF THE MEETING HELD ON 12 FEBRUARY, 2018.**

**RESOLVED** that: The minutes be confirmed as a correct record.

**2. MATTERS ARISING.**

There were none.

**3. INCOME AND EXPENDITURE ACCOUNTS TO 31 MAY, 2018.**

The Committee was provided with the accounts up to 31 May, 2018. These provided an up to date position on the cash book and a comparison of budget heads with actual expenditure to date.

**RESOLVED** that: The accounts be noted.

**4. DATA PROTECTION ACT 2018 – UPDATE.**

The Clerk provided members with an update on progress in relation to the new Act. He explained that to date, the following actions had been completed: -

- An audit of personal data held had been completed
- A privacy notice had been published on the website
- All Councillors and staff had been provided with a privacy notice
- All allotment tenants had been provided with a privacy notice
- The privacy notice had been appended to the allotment tenancy agreement

- The privacy notice had been appended to the Hall Booking Conditions.

The remaining work to be included was the preparation of a Data Protection and Retention Policy for consideration by the Council and the inclusion of a brief mention of the privacy notice on e-mails referring recipients to the privacy notice on the website.

Once the Data Protection Retention policy has been approved by the Council it would be necessary to clear out archived records and arrange for their confidential disposal.

**RESOLVED** that: -

- a) The Clerk to present the Data Protection and Retention Policies to the Council meeting in July, 2018 for consideration.
- b) Councillors be requested to assist the Clerk to dispose of archived records during the August period.
- c) The redundant archived records to be disposed of by a suitable confidential waste contractor.

## 5. **COMMUNITY HANDBOOK.**

**RESOLVED** that: The production of the Handbook be deferred until the Autumn 2018.

## 6. **BROOK GREEN BUILDING WORKS.**

It was reported by the Clerk that following e-mail consultation with members it had been agreed that he be authorised to accept the lowest quotation for the work which was recommended by Smart Associates. The lowest quotation from Pinit Limited was £5902.78 plus VAT with the two other quotations being £10170 and £11545 plus VAT respectively. The work had commenced and the work to repair the water leak on the footpath had been completed. The works to the footbridge would be completed on receipt of the non-slip sheets.

**RESOLVED** that: The position be noted.

## 7. **NEW STANDING ORDERS.**

One Voice Wales had issued new standing orders for consideration.

**RESOLVED** that:

- a) Councillors Edwards, King and Dr Misra to work with the Clerk to review the new standing orders and to modify them to suit the requirements of the Council.

- b) The Clerk to present the final draft to the Council when the work in (a) has been completed.

**8. WELSH GOVERNMENT – DELIVERY OF LOCAL WELL-BEING PLANS WORKSHOP.**

The Workshop to be held on 17 July in Llandrindod Wells had originally been intended for community and town councils with a duty under the Well Being of Future Generations Act but an invitation had now been issued to other Councils who wished to contribute to well-being plans in their area.

**RESOLVED** that: The invitation be noted.

**9. COGAN PILL ROAD – CUTTING BACK OF HEDGEROWS.**

Reference was made to the need for the hedgerows in the Adventure Playground to be cut back.

**RESOLVED** that: Councillor G.D. Carroll be advised of the matter for him to take up with Vale Officers.