



OXENHOPE PARISH COUNCIL

Signed: *Janet Foster* 18th May 2018
Mrs Janet Foster, Clerk to the Parish Council
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E-mail: clerk@oxenhopeparishcouncil.gov.uk

You are summoned to attend an extraordinary meeting of Oxenhope Parish Council to be held at 7:30 p.m. on Wednesday 23rd May 2018 at Oxenhope Methodist Church, Oxenhope.

AGENDA

88/18 Apologies

89/18 General Data Protection Regulation (GDPR)

Presentation to Councillors outlining the requirements of the GDPR.

90/18 Response to GDPR

To consider the Parish Council's operational response to GDPR and to make key decisions on actions to be taken.

91/18 Policies (Appendix 1)

To authorise, or otherwise, the following policies:

- Information and Data Protection Policy
- Retention and Disposal Policy
- Councillor Privacy Notice
- Management of Transferrable Data Policy
- Social Media Policy

92/18 Data Audit (Appendix 2)

To review and decide on action required following on from the Data Audit.

93/18 Finance

To authorise, or otherwise, the following expenditure:

Item	Reason	Cost	Comment
Locked filing cabinet	Secure storage	£55	Two drawer locking filing cabinet (Argos)
Shredder	To shred confidential documents	£40.00	10 sheet cross cut shredder (Argos). Should the Chair also be provided with a shredder?
Set up a PO address	Clerk's home address not published	£275.00	Annual cost for PO box with delivery service.
Parish Council email addresses	Manage information sent by email	£9.99 per mailbox (plus VAT).	Total cost for 9 Parish Council email addresses (8 Councillors plus Clerk) would be £89.91 plus VAT

93/18 To note the date and time of the next meeting

The next monthly meeting will be on Wednesday 13th June 2018 at 7.30 p.m.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME