



Dr Cheryl Scott – Town Clerk
15-17 Temple Street,
Keynsham, Bristol BS31 1HF
Telephone: 0117 986 8683
Fax: 0117 986 6359
E-mail: townclerk@keynsham-tc.gov.uk
www.keynsham-tc.gov.uk

To All Members of the Finance & Policy Committee: (Cllrs K Baker, T Crouch (Vice-Chair) R Elcome (Chair), C Fricker, H MacFie, B Simmons, A Sinclair

You are summoned to attend a **MEETING OF FINANCE & POLICY COMMITTEE** to be held in the Town Council offices **on Tuesday 19 June 2018 commencing at 7.30 p.m.**

The Agenda for the meeting appears below.

13th June 2018

Dr.Cheryl Scott – TOWN CLERK

EMERGENCY EVACUATION PROCEDURE

**If the continuous alarm sounds you must evacuate the building by one of the signed green running person exits and proceed to the named assembly point.
Assembly point: Grassed area past St. Cadoc House, Temple Street.**

DO NOT USE THE LIFTS

THIS MEETING MAY BE FILMED OR RECORDED (PLEASE REFER TO THE TOWN COUNCIL'S PROTOCOL ON THE FILMING AND RECORDING OF LOCAL COUNCIL AND COMMITTEE MEETINGS (adopted August 2014).

AGENDA

1. **APOLOGIES FOR ABSENCE**

RECOMMENDATION:

To receive apologies for absence.

2. **DECLARATIONS OF INTEREST**

To receive any Declarations of Interest (Personal and Pecuniary, Disclosable and Non-disclosable) under Standing order 38 and Keynsham Town Council's Code of Conduct (adopted on 19th September 2017) issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464.

3. **DISPENSATIONS**

In accordance with Standing Order 37(a), to consider any requests for dispensations (for disclosable pecuniary interests) prior to the item (s) being discussed, that Members may only become aware of during the meeting itself and;

To receive any disclosures of decisions as per item 7 of Keynsham Town Council's Dispensations Policy and Procedure Guide.

4. RECORDS OF PREVIOUS MEETINGS (attached)

RECOMMENDATION:

That the Minutes of the Finance & Policy Committee held on Tuesday 22 May 2018 (previously circulated) be confirmed as a true record and signed by the Chairman.

5. CIL UPDATE (attached)

Members requested further information about how CIL is calculated/paid.

RECOMMENDATION:

To note information.

6. GDPR –POLICIES AND PROCEDURES (attached)

- (i) Data Protection Document Instructions
- (ii) Internal Audit checklist
- (iii) List of Documents for Retention or Disposal
- (iv) Data Audit Schedule
- (v) Leavers Checklist
- (vi) Privacy Impact Assessment (PIA)
- (vii) Privacy Notice
- (viii) Privacy Policy - for website
- (ix) The Management of Transferable Data Policy – Removable Media Policy
- (x) Retention and Disposal Policy
- (xi) Information Security Incident Response – Record of work
- (xii) Social Media and Electronic Communication Policy
- (xiii) Subject Access Request Form
- (xiv) Information & Communication Technology Policy

RECOMMENDATION:

To consider the above documents and make recommendations to Town Council.

7. DATE OF NEXT MEETING

To confirm the date of the next meeting is Tuesday 10th July 2018 at 7.30pm.