



Notice is hereby given that a Meeting of the Personnel, Policy & Governance Committee will be held at the Town Hall.

At 10.00am on Wednesday 11th January 2022

Julie Mason Town Clerk
Dated 5th January 2023

Members:

Town Mayor Cllr John Stewart,
Cllrs: Helen Ellwood, David Kent, James Nicholas, Amanda Stott, Angela Williams

Chair Cllr J Stewart

Town Clerk: Julie Mason

Declarations of Interest

To receive any Declarations of Interest

Public Forum

To receive comments from the public if present.

Agenda

1. To receive and approve apologies for absence.
2. To note the minutes from Wednesday 27th September 2022.
(The minutes PPG 12/22 – 19/22) had been approved at Full Council on 18/10/22)

See Enclosure Pack

PPG 16/22 Communications & Engagement Policy

It may not be possible for the Council to respond to comments or queries on social media. To ensure a response, residents should contact the staff using the methods shown on the website contact us webpage The Committee recommend the removal of these words and the Clerk to set up an independent FB page, so it did not interact with the staff's personal page. This would lead to the staff ensuring the FB posts were responded to accordingly.

3. To discuss matters raised from the minutes.
Data Protection – WG still outstanding with updated TOR on MOP approval for minutes
Update on training for Cllrs in relation to BYOD
4. To agree the revised policies:
 - i. Subject Access Request Policy
 - ii. Personal Data Complaints Policy
 - iii. Data Retention Policy
 - iv. Equality and Diversity Policy
 - v. Allotments Policy
 - vi. CCTV Code of Practice and Policy
See Enclosure Pack
5. To note the policies in schedule for review.
See Enclosure Pack
6. To note the works for the Civility & Respect Pledge as agreed at Full Council
7. To agree the next stages for the Corporate Plan after comments at Full Council in December 2022
RESOLVED *the Clerk will make sure that the Corporate Plan is placed on all the Committees agenda, and they can set targets for next year with the intention of the Working Group meeting again to collate the data.*
8. To review the Budget, spend to date
See Enclosure Pack

PART B

To receive feedback on the interview of the Town Warden

9. To note the next Personnel, Policy & Governance Committee meeting on 15th March 2023 @ 10am in the Town Hall.