

# PAPPLEWICK PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held at  
Papplewick Village Hall, Linby Lane, Papplewick  
Wednesday 9<sup>th</sup> May 2018

**Present:** Cllr S Roberts (Chairman), Cllr C Hesketh (Vice Chairman), Cllr S Walker, Cllr J Salmon, Cllr H McNish, Cllr N Penlington, and the Clerk

**Parishioners:** 3

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The meeting commenced at 7:15pm

Cllr Roberts communicated the fire safety procedures.

## **68/18 Apologies**

Cllr T Savage

Cllr C Powell

## **69/18 Election of Chairman**

Cllr Stephanie Roberts was nominated by Cllr Carolyn Hesketh and seconded by Cllr Helen McNish. Cllr Stephanie Roberts was duly elected.

## **70/18 Election of Vice Chairman**

Cllr Carolyn Hesketh was nominated by Cllr Stephanie Roberts and seconded by Cllr Helen McNish. Cllr Carolyn Hesketh was duly elected.

## **71/18 Election of Representatives**

- a) Village Hall – Cllr Nigel Penlington agreed to be the representative
- b) Moor Pond Woods – Cllr Stephen Walker agreed to be the representative
- c) Playing Field Health & Safety Representative – Cllr Stephen Walker agreed to be the representative

## **72/18 Election of Committee Members**

### Finance

Cllr Stephanie Roberts, Cllr Carolyn Hesketh, Cllr Nigel Penlington and Cllr Jules Salmons

### HR

Cllr Carolyn Hesketh, Cllr Stephen Walker and Cllr Nigel Penlington

## **73/18 Statement of Parish Council Accounts**

The Clerk produced and circulated a Statement of Parish Council Accounts as at 31<sup>st</sup> March 2018.

## **74/18 GDPR Compliance**

### a) To consider the appointment of a Data Protection Officer

The Clerk had circulated an email from NALC prior to the meeting confirming that the Government has agreed that all Parish Councils are exempt from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. Cllr Walker advised inviting a DPO at the end of the year to ensure the PC are compliant.

Initials Chairman .....

Cllr Penlington advised the PC to erect signs on the gates to alert the public of the Village Hall CCTV cameras which overlook the playing field.

b) To adopt the Data Map

The Clerk advised she was in the process of putting together the Data Map and will circulate it prior to the next meeting.

c) To adopt the Data Protection Policy, Subject Access Request Procedure, Data Breach Policy and Records Retention Policy

The Parish Council resolved to adopt the above policies.

d) To adopt the Privacy Notices

The Parish Council resolved to adopt the General Privacy Notice and the Privacy Notice for Councillors and Staff.

e) To receive completed Security Compliance Checklists from all Councillors

The Clerk received completed forms from Cllr Stephanie Roberts, Cllr Carolyn Hesketh and Cllr Nigel Penlington.

Awaiting forms from Cllr Jules Salmons, Cllr Helen McNish, Cllr Terry Savage and Cllr Stephen Walker.

The Clerk advised that these forms need to be completed and return to her as soon as possible.

**75/18 Date of next meeting**

Wednesday 8<sup>th</sup> May 2019

**The meeting closed at 7:30pm**

**Signed:** \_\_\_\_\_ **Chairman**

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