

**MINUTES OF MALPAS PARISH COUNCIL
EXTRAORDINARY MEETING
HELD ON MONDAY 8TH JANUARY 2024
IN THE VICTORIA JUBILEE HALL, MALPAS AT 7.00PM**

	PRESENT Cllrs Tina Barnett, Charles Higgle, Karen Meredith, Martin Shackleton, Berthold Schoene, Adrian Waddelove, Chris Whitehurst, Michael Williams (Chairman). The Clerk. No members of the public attended of the meeting.
221.	APOLOGIES Cllr Sean Davies, Morgan Granger, Julie James Collins, Oryan Lightning.
222.	DECLARATION OF INTERESTS Cllr Shackleton declared a personal interest in item 223.2 when the Clerk's employment was considered as part of the Standing Orders as he is married to the Clerk.
223.	COUNCIL REGULATIONS The Council went through and considered the suggested updates to the following Council regulations:- 223.1 Financial Regulations 223.2 Standing Orders 223.3 Internal Control System 223.4 Financial Risk Assessment 223.5 Budget Time setting scales 223.6 Grant Request Form 223.7 Grant Procedures 223.8 Complaints Procedure 223.9 Equality and Diversity Policy 223.10 Open Forum rules of participation 223.11 Planning Working Group Terms of Reference 223.12 Subject Access Request (SAR) Policy and Form 223.13 Reply to SAR providing part of the personal data remainder exempt 223.14 Privacy Notice 223.15 Privacy Notice for email and address contact 223.16 Privacy Notice for Staff Councillors and Role Holders 223.17 Personal Data Management and Audit Policy 223.18 Data consent form 223.19 Data Retention Policy Resolved:- The Council agreed to adopt the following regulations, with the amendments as discussed and agreed at the meeting:- 223.2 Standing Orders 223.3 Internal Control System 223.4 Financial Risk Assessment 223.6 Grant Request Form 223.7 Grant Procedures 223.9 Equality and Diversity Policy

223.10 Open Forum rules of participation

223.11 Planning Working Group Terms of Reference

The amended documents are to be posted on the new parish council website
www.malpasparishcouncil.org.uk

Consideration of the following documents was deferred:-

223.1 Financial Regulations

223.5 Budget Time setting scales

223.8 Complaints Procedure

The Clerk is to make further enquiries regarding the following GDPR documents in relation to simplifying the paperwork, enquire about training courses and what actions the Council ought to be doing to ensure compliance:-

223.12 Subject Access Request (SAR) Policy and Form

223.13 Reply to SAR providing part of the personal data remainder exempt

223.14 Privacy Notice

223.15 Privacy Notice for email and address contact

223.16 Privacy Notice for Staff Councillors and Role Holders

223.17 Personal Data Management and Audit Policy

223.18 Data consent form

223.19 Data Retention Policy

Proposed by Cllr Barnett and seconded by Cllr Meredith.

The meeting closed at 9.00 p.m.

NB copies of the attachments can be obtained from the Parish Clerk