



# **POLICY & GENERAL PURPOSES COMMITTEE MEETING**

**THURSDAY 5 APRIL 2018 - 7 P.M.  
SHEVINGTON LIBRARY**

## **AGENDA**

- 1. Apologies** – to receive apologies from Committee members.
- 2. Declaration of Interests** - to receive any declarations of interest (personal and/or prejudicial) with regard to items on the Agenda.  
Unless already entered in the Council's Register of Members' interests, members are required to disclose any personal interest, (which includes any disclosable pecuniary interest), they may have in any of the items included on the agenda for the meeting in accordance with the Code of Conduct adopted by the Council on 28 June 2012 and amended on 25 October 2012. Members are reminded that if they have any personal interests of a prejudicial nature or a disclosable pecuniary interest they must not participate in any discussion or vote on the matter and must leave the room. Any member needing clarification must contact the Clerk.
- 3. Minutes of the Last Policy & General Purposes Committee Meeting (1 March 2018)**  
- to consider, agree and approve the signature of the previously circulated Minutes by the Chairman as a correct record of the meeting. (circulated with the papers for the March Council meeting)
- 4. Village Issues** – *for information only*  
To receive reports relating to the legitimate business of the Council from Committee members and Council officers (Councillors are asked to advise the Clerk in advance of any reports – including the subject matter - they wish to make.)
- 5. NPPF Consultation** – *for agreement* (enclosed)  
Members are invited to receive Mr B King's report on the draft revised National Planning Policy Framework consultation, discuss his recommendations and agree responses to the consultation.
- 6. May 2018 Train Time-Table** – *for information and approval* (enclosed)  
Members are invited to receive and discuss Mr King's report on changes to the train time-table with effect from May 2018 and consider approving his recommendation.
- 7. Official Information Held in Private Email Accounts** - *for information* (enclosed)  
The Freedom of Information Act gives members of the public the right to access information held by public authorities, unless the information falls under one of several exemptions. Members of parish councils often use their personal emails when conducting business in

relation to their parish councils. The enclosed document explains the position in relation to public access to such information.

**8. Review of Policies – for approval / adoption**

(a) PC Information Guide (enclosed)

Members are invited to review the Information Guide and identify and approve any changes.

(b) Subject Access Request Policy and Template Letters (enclosed)

NALC have provided a model Subject Access Request Policy and template letters in line with the requirements of the GDPR. Members are invited to review the models and consider adopting the policy and the template letters once they have been adapted for the Parish Council.

**9. Vicarage Lane Fields Working Party - Update – for information** (enclosed)

Members are invited to receive a report on the site meeting with Graham Workman, the LA's biodiversity officer.

**10. SLCC Regional Training Seminar – for approval and recommendation** (enclosed)

This year's regional training seminar is on 27 June at White's Hotel, Macron Stadium, Horwich. It will cover subjects like applying positive psychology, employing volunteers and insurance cover, an update on GDPR and important legal changes, coming financial changes. The cost (including lunch & refreshments) is £85. The Clerk would like to attend the seminar and would like to make an application to the Council to cover the costs of the seminar and travel to and from the venue. Cost of return travel by car = £5

Members are invited to consider the request and recommend it to the Council for approval.

**11. Planning Applications – to consider for comment**

There are no relevant planning applications to consider at present.

**12. Dates of Next Meetings:** 26 April (Council); 3 May (Policy & GP Committee).

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*K Pilkington*

Clerk to the Parish Council