



Dear Councillor

June 2018

You are summoned to a meeting of Finance & Management Committee will be held at the **Town Council Offices**, Taylors Lane, Rugeley at **7.30pm on Wednesday 20 June 2018**. Please notify this office if you are unable to attend.

Yours sincerely

Hilary Goodreid  
Town Clerk

To:	R. Alexander	Mrs P. Ansell	Mrs A. Cooney
	R. Dipple	D. Gaye	G. Grant
	I. Hodgson	Mrs C. Panter-Hood	N. Stanley

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### **AGENDA**

**24. Apologies**

**25. Declarations of Interest**

**26. Minutes and Matters Arising**

To approve the Draft Minutes of the meeting held on Wednesday 16 May 2018 as a true and correct record. **Appendix**

**27. Payments**

Payments from 11th May 2018 to 11<sup>th</sup> June 2018 are to be considered. **Appendix**

**28. Income and Expenditure**

Cllrs to received detailed income and expenditure reports to 31<sup>st</sup> May 2018. **Appendix**

**29. Draft Strategy and Action Plan**

Councillors to consider the above document and identify additions / amendments affecting the Council. (Available via the website)

**30. General Data Protection Regulations**

Councillors to consider the following documents (**Appendix**) relating to GDPR:

- Data Flow
- Employee Privacy Notice
- Hirers Privacy Notice
- Email Contact Privacy Notice
- Councillors Privacy Notice
- Job Application Privacy Notice
- Information Protection Policy
- Information Security Incident Policy
- Retention of Documents and Records
- Contact Consent Forms: Employee, Hirer, General





**31. Town Councillors Job Description and Application Form**

Councillors to consider the above documents.

**32. Exclusion of the Public**

The public were excluded because of the likely disclosure of exempt information as defined in Public Bodies (Admissions to Meetings) Act 1960 Section 2.

**CONFIDENTIAL**

**33. Staffing Matters:** Cllrs to receive an update on –

- staff absences (if any);
- accident book report (if any)
- staff issues (if any).

**34. Date of Next meeting**

Wednesday 18<sup>th</sup> July 2018.

