

# CROMER TOWN COUNCIL



16 April 2018

Dear Sir/Madam

You are hereby summoned to attend a meeting of the **POLICY & RESOURCES COMMITTEE** on **24 APRIL 2018** at **7.00pm** in the **COUNCIL CHAMBER, NORTH LODGE**

Yours faithfully

**Mrs J Chance PSLCC**  
**Town Clerk**

## A G E N D A

1. **To sign the minutes of the meeting held on 06 March 2018 and 28 March 2018 which were agreed at Full Council on 09 April 2018**
2. **To receive declarations of interest in items on the agenda and to consider requests for dispensations**
3. **To consider apologies for absence**
4. **Public Participation** – To allow members of the public opportunity to inform the meeting. This item is limited to 15 minutes (maximum of 3 minutes per person)
5. **Finance & Statutory Matters**
  - 5.1 To receive update in respect of Investment of Reserves
  - 5.2 To receive update in respect of website
  - 5.3 To receive update re the following policies:
    - Safeguarding Policy
    - Training Policy
    - Communicating with Press & Public Policy
    - Financial Risk Policy & Financial Contingency Plan
  - 5.4 To receive update re General Data Protection Regulation and consider adoption of policies and procedures to include:
    - Information & Data Protection Policy
    - Privacy Notices & Consent Forms
    - Subject Access Request Form
    - Data Security Breach Form
    - Retention and Disposal Policy
    - Management of Transferable Data Policy
    - Social Media and Electronic Communication Policy
    - Privacy Impact Assessments
    - Appointment of DPO
  - 5.5 To receive update re Mobiloo
  - 5.6 To receive update re bridging loan
  - 5.7 To consider matters relating to Business Continuity
  - 5.8 To review grants policy to set a maximum limit for applications
  - 5.9 To receive any other financial matters (for information only)

**6. Correspondence and other matters**

- 6.1 To consider response to Local Government Standards Consultation
- 6.2 To receive update re lanyards & ID badges
- 6.3 To consider email re Community Sports Hub
- 6.4 To receive any other correspondence for information only

**7. Date of next meeting:** 05 June 2018

**Distribution:** Mayor, Deputy Mayor, and to all other members

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