

Minutes approved on:	
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Clerk: Mrs S E Roberts
Shinfield Parish Hall
School Green
Shinfield
Reading
RG2 9EH
Tel: (0118) 988 8220
E-mail: clerk@shinfieldparish.gov.uk
www.shinfieldparish.gov.uk

DRAFT

Minutes of a meeting of the Communications and Policies Committee held on Monday 19 March 2018 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllrs G Gray, G Hewett, C Hughes (Ch) and P Hughes.

Attending: Katy Hughes (Deputy Clerk)

17/CP/58 **Co-option of Cllr Reid**

It was proposed by Cllr Gray, seconded by Cllr Hewett and members **RESOLVED** to **APPROVE** the Co-option of Cllr Reid to the committee.

17/CP/59 **Public Questions**

There were none

17/CP/60 **Apologies and declarations of members' interests**

60.1 Apologies were received and accepted from Cllrs Peer and Reid.

60.2 There were no declarations of members' interest.

17/CP/61 **Minutes of the Previous Meeting**

61.1 It was proposed and **RESOLVED** that the minutes of the meeting of 01 February 2018 were a correct record of the meeting, and these were signed by Cllr C Hughes, subject the amendment of item 17/CP/52 to read 'It was noted that the Parish Council is required to appoint a Data Protection Officer'.

61.2 Matters arising:

61.2.1 Kitchen Inventory

The Deputy Clerk noted that this has been done and will go to the R&A committee when it meets on 26 March.

61.2.2 Projector for the hall

The Deputy Clerk noted that a quote for a hall projector will go to the R&A committee when it meets on 26 March.

61.2.3 Christmas Tree

The Deputy Clerk reported that this has been diarised for early September.

61.2.4 Wordpress training

Following discussion, members requested that this go on hold at present.

61.2.5 Events for 2018

Members requested that the following events be listed on the agenda for further discussion at the next meeting:

- Spencers Wood Carnival
- Remembrance Sunday
- Volunteer event
- Arts event

17/CP/62 **Annual Report 2017/18**

The Deputy Clerk tabled a template for the Annual Report, and noted that committee chairs will need to consider the items to be included in their committee reports.

Following discussion, it was agreed that the Annual Report be produced and printed in-house, for the Annual Parish Meeting, and Cllr P Hughes will liaise with the Clerk and Deputy Clerk on this. The next newsletter would be produced for 15 May 2018, and would wrap around the annual report.

17/CP/63 **2018 Annual Parish Meeting**

Following discussion, members noted that the timing for the RIBA competition would not fit in with the Annual Meeting, due to the 3 week closed period following a decision on the winner by the Community Centre Joint Management Committee.

Members suggested possibly a presentation from WBC on the progress with the Ryeish Sports Hall / sports hub.

It was noted that the catering will be arranged by the Deputy Clerk and Administrative Assistant.

17/CP/64 **General Data Protection**

64.1 Members received and noted the BALC GDPR Toolkit for Local Councils in relation to the forthcoming General Data Protection Regulations (GDPR) legislation, which comes into force on 25 May 2018.

64.2 Members proposed and **RESOLVED** to adopt the Email policy for Shinfield Parish Council

64.3 Members proposed and **RESOLVED** to adopt the Document Retention Policy for Shinfield Parish Council.

64.4 The Deputy Clerk reported on the requirement for the council to appoint a Data Protection Officer for the parish. She reported that the Wokingham town and parish councils are looking to appoint an officer who can work on behalf of the town and parishes who express an interest in taking on this service. Following discussion, a sum of £2,500 was ring-fenced for this purpose.

17/CP/65 **Community Engagement**

Newsletter

Members noted that the aim is for a newsletter to be published every other month. The March and April newsletter has been reprinted, and will be distributed from Wednesday 28 March.

Website

Members noted that the Wordpress training was discussed as a matter arising.

Parish Events

Members noted that the forthcoming events will be listed on the agenda for the next meeting for further discussion.

Members discussed the annual Volunteer Event, and a date of Friday 30th November was suggested for the event.

17/CP/66 **Local Plan Update Communications Strategy**

Following discussion, Members noted that until further information on direction of the 2026 onward Local Plan is published by Wokingham Borough Council, it is challenging for the parish council to plan its position on the matter.

Members noted the need to keep residents abreast of updates on the situation, as and when they are available, and noted the following measures:

- Greater frequency of newsletters (now bi-monthly rather than quarterly)
- Greater promotion of the ShinfieldPlan.org website is required
- Use of the Loddon Reach to include news updates on development matters
- Displaying posters on noticeboards and in local venues (shops, library etc)

It was noted that, as and when further information is published, the council will make a formal statement on its position.

17/CP/67 **Celebrating success**

Members noted that the bulbs planted over the winter are now starting to appear and flower. The tree works on Hollow Lane have received positive feedback from residents.

17/CP/68 **Correspondence**

The following correspondence items were noted:

- Reporting data protection breaches
- Guidance on rats from Wokingham Borough Council

17/CP/69 **Date of next meeting**

The date of the next meeting was confirmed as Monday 4 June 2018 at 7.30pm

The meeting ended at 20.50

List of actions

Ref	Action	Action by
62	Meet with Cllr P Hughes to draft Annual Report	Clerk / Deputy Clerk
65	Add events to the agenda for discussion at the next meeting	Clerk
65	Check proposed date for annual volunteer event	Clerk / Deputy Clerk