



**Minutes of the Policy Committee Meeting  
held on Monday 19 March 2018 at 7.30 pm  
in the Roger Smith Conference Suite, Knowle Park Lane**

**Those Present:** Mrs H Douglas (Chairman), Mr J Goss, Mrs M Shepherd, Mr P Spearey.

**Other Members Present:** Mr H McGuinness

**Apologies:** Mr C Bird, Mr J Sorley

**In attendance:** Ms C Gosling, Mrs L Greenslade, Clerk and Deputy.

**PUBLIC PARTICIPATION**

None present.

**82 DECLARATIONS OF INTEREST**

None received.

**83 MINUTES**

Members noted the minutes of the meeting dated 20 November 2017 (approved at Full Council on 18 December 2017). There were no matters arising.

**84 FINANCE REPORT**

The Clerk presented the Finance Report dated 15 March 2018. Mr Spearey proposed to approve the Finance report, Mr Goss seconded and all voted in favour. Members noted cheque signing and BACS payments.

**85 CORRESPONDENCE**

**86** NALC - PCO5-18 Local Government Ethical Standards. To be circulated for discussion at Full Council.

**87** Street Pastors weekly diaries 9/3/13. Noted.

**88** Aviva – Mower insurance schedule. Noted.

**89** EBC – South East Water – Draft Water Resources Management Plan consultation. Noted.

**90** One Community – Network Eastleigh and Volunteering Matters – March 2018. Noted.

**91** EBC – invitation to the Mayor’s Masquerade Ball – 14 April. Noted.

**92** Anne Winstanley – notice of postponement of next EDALC meeting. Noted.

- 93 Resident of Marcus Close – concerns over positioning of new bench between New Road and Fair Oak Road. Noted.
- 94 Oak Drive and Oak Walk Residents Action Letter . Members suggested looking to put a “dead end” sign at the entrance.
- 95 NALC – motion to 7 March 2018 NALC Policy Committee Session. Noted.

96 Street Pastors Weekly Diary: 16/3/18. Noted.

**97 BOOKINGS POLICY**

Members discussed the Council’s Booking policy. Mr Spearey proposed to approve the policy, on all hireable venues, Mrs Shephard seconded and all voted in favour.

**98 PRICING STRUCTURE**

Members approved the pricing structure for the ‘Woodland Community Centre’ and the ‘Roger Smith Conference Suite’, proposed by Mrs Douglas and seconded by Mr Goss. It was agreed that commercial hire for any whole building would be subject to separate negotiation.

**99 WOODLAND COMMUNITY CENTRE**

Members considered names for the rooms at the Woodland Community Centre. Mrs Shephard proposed “The Oak Room” for the larger of the two halls and “The Acorn Room” for the second hall. Mr Spearey seconded and all voted in favour.

**100 GENERAL DATA PROTECTION REGULATIONS**

The Clerk outlined her findings at a recent course she had attended. She advised she had briefed staff on the new legislation and internal procedures would be reviewed.

Members considered the structure for the new General Data Protection Regulations. Mrs Douglas proposed to appoint the Clerk as the General Data Protection Officer and the Policy Committee be assigned as Data Controllers. Mr Spearey seconded and all voted in favour.

**101 FIRE SAFETY RISK ASSESSMENT**

Mr Spearey proposed to approve the Council’s Fire Safety Risk Assessment for the Parish Offices, Mr Goss seconded and all voted in favour.

**102 HEALTH AND SAFETY POLICY**

Mr Spearey proposed to approve the Council’s Health and Safety Policy for the Parish Offices, Mr Goss seconded and all voted in favour.

This was all the business and the meeting closed at 8.25 pm.

Signed ..... Chairman