



# Wheathampstead Parish Council

The Memorial Hall  
Marford Road, Wheathampstead, Herts. AL4 8AY

19 April 2018

**To all Cllrs:** D Johnston (Chairman), J Booth, G Clark, D Davies, E Habib, L Halford, S Haynes, O McKenzie, R O'Brien, T Reason, T Ryan, P Woodhams

## Notice of Meeting

You are hereby summoned to a **Meeting of the Parish Council** to be held in the **Hewitt Room** on **Thursday 26 April 2018 Committee at 7:30pm.**

*Julia Warren*  
**Clerk to the Council**

## Agenda

- 1 Apologies**
- 2 Public Speaking**
- 3 Specific Declarations of Interest**
- 4 Minutes of Council**  
To approve the Minutes of the Parish Council meetings held on 29 March 2018 (attached).
- 5 Minutes of Committee Meetings**  
To receive the minutes of Committees and approve notes of the following Steering Group meetings (NPSG/MHWG subject to items 7 and 8).

Maintenance Committee	26 March
Community Involvement Committee	9 April
Planning Committee	10 April
Nomansland Joint Committee	5 April
Neighbourhood Plan Steering Group	16 April
- 6 Plans referred from Planning Committee**
- 7 Neighbourhood Plan Steering Group recommendations**  
Consideration of recommendations
- 8 Memorial Hall Working Group update**
- 9 Storage Request**  
Consideration of storage requests – report attached



**10 Asset purchase and disposal**

Following the regular service of the kitchen cookers the gas reports showed exceedingly high emission levels when both ovens tested on full. The extractor fan being unable to remove the emissions the facilities were passed to be unsafe. Solutions could be a higher specification extractor fan plus inlet, or replacement with a 'domestic' appliance. Recommend to write off and hopefully sell on the commercial ovens and replace with a domestic type professional range oven as soon as practicable. Meanwhile hirers were being advised that the kitchen facilities were limited.

**11 IT provision**

To approve IT provider, reports attached. This to include councillor emails and installation of an Egnyte system of data storage and sharing.

**12 Policy review**

- Internet and Email policy
- Media protocol
- Privacy statement

**13 Impact of General Data Protection Regulations**

GDPR comes into force on 25 May 2018 and will affect the manner in which we all operate. A number of councillors and staff have already undertaken training, processes including seeking privacy statement completion from hirers has been underway since 2017 albeit there has been some resistance to completing and returning forms.

Council needs to appoint a Data Processing Officer. A data audit is also recommended. These services have been outsourced by neighbouring councils to the same company, WPC is recommended to consider doing likewise.

SADC may be able to assist in supporting additional member training for those unable to attend the earlier sessions

**14 Project and task review**

Update, review and prioritisation of tasks and projects. List attached for consideration and discussion

**15 Accounts and Finance Reports**

Attached for consideration.

**16 Consultations**

Water Resources Management Plan consultation

**17 Reports on training and meetings**

Reports from councillors