#### **Hawthorn Parish Council**

***Chairman: Cllr. A. Askew***

***Clerk to the Council: Lesley Swinbank MBA, FILCM***

***Springwell House, Spring Lane, Sedgefield Co. Durham. TS21 2HS***

***Tel. 01740 622429***

***Email:*** ***lesley.swinbank@hawthornparish.co.uk***

You are hereby summoned to attend the April Monthly Meeting of the Hawthorn Parish Council, which will be held at 7pm on Monday April 16th 2018 in the Community Centre.

AGENDA

# Apologies: To receive apologies and to approve reasons for absence.

# Declarations of Interest

To notify of any item on the agenda in which you may have an interest

# Story Homes : Pre application presentation from Miles Crossley

# Minutes:

## To receive the Minutes of the Annual Parish Meeting held Monday March 19th, 2018

## To approve the Minutes of the Monthly Meeting held Monday March 19th, 2018

# Matters of Information

# Reports

##  Police

##  Co. Cllr.

##  Community Centre

##  Any other reports

# Public Participation

Residents are invited to give their views and comments to the Parish Council on issues on this agenda.

# Correspondence / emails

# Financial:

##  To endorse the monies to be paid by the Clerk since the last meeting / Bank reconciliation

##  To approve:-

## Audit Dispensation

1. **Internal Audit report**

## Annual Accounts including balance sheet, income / expenditure etc.

## Annual Governance Statement

1. **Annual Return**

## Donation requests : Women’s gala

## DCC Service level agreement re play areas

# Code of Conduct : To approve the amended Code of Conduct

# The Chairman’s Award

# Training: Information and reports

# Current Planning Applications: Re DCC Lists

# Events / Information

## Litter Pick

## Dene Walk

## Big Lunch / Flowerpot Festival / Photograph Exhibition/ Open Garden Walk

## Sunflower Competition

# Community Plant Scheme

# Date of the next meeting:

## Annual Meeting of the Council : 7pm, Monday May 21st, 2018

## May Monthly Meeting : 7.15pm : Monday May 21st, 2018

Lesley Swinbank

 Parish Clerk: 12th April 2018

# GDPR : All available at [http://hawthornparish.co.uk/The Council/data protection.html](http://hawthornparish.co.uk/The%20Council/data%20protection.html)

# General

1. **Data Protection Document Instructions**
2. **Privacy Notice**

# List of Polices to be approved.

1. Information and Data Protection Policy
2. Document Retention Policy
3. Removable Media Policy
4. Retention of Documents Policy
5. Social Media Policy

# Consents : Information

1. General Data Protection Regulations (Service) Consent to hold Contact Information
2. Email Contact Privacy Notice
3. New Councillor Contact Privacy Notice
4. Privacy Impact Assessment
5. Privacy Impact Assessment Code-of-Practice
6. Privacy Impact Assessment Form

# Working Documents : for information

1. Data Audit Schedule
2. Data Breach Form
3. Privacy Impact Assessment
4. Retention of Documents - Appendix A List of Documents for Retention or Disposal Subject Access Requests