

Minutes of a meeting of the Policy Committee held on **Tuesday 5<sup>th</sup> June 2018 at 7.30 in The Garth, Garth Park, Launton Road, Bicester OX26 6PS** for the transaction of the following business:

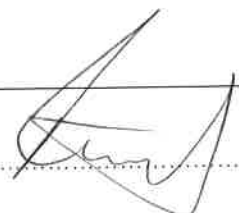
**Present:**

Cllr Richard Mould – Chairman  
 Cllr David Anderson  
 Cllr Sean Gaul  
 Cllr David Magee  
 Cllr Lynn Pratt  
 Cllr Dan Sames  
 Cllr Lawrie Stratford  
 Cllr Rose Stratford  
 Cllr Jason Slaymaker

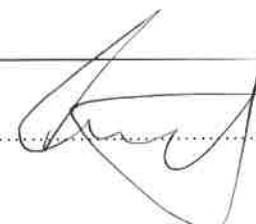
**In Attendance:**

Sam Shippen – Chief Officer  
 Julie Trinder – Administrator

Minute Number	Agenda Item No	
044/1617	1	<p><b>APOLOGIES FOR ABSENCE</b></p> <p><b>RESOLVED</b> that apologies received from Cllr Nick Mawer. Cllr Dan Sames entered the meeting at 7:35.</p>
045/1718	2	<p><b>DECLARATIONS OF INTEREST</b></p> <p><b>RESOLVED</b> that declarations of interest were received regarding Agenda Item 8 from Cllr Lynn Pratt as the Cherwell District Council Executive Member and Portfolio Holder and Agenda Item 9 from Cllr Dan Sames and Cllr David Anderson as Trustees of the Community Hall and Cllr Lynn Pratt as a CDC member.</p>
046/1718	3	<p><b>MINUTES</b></p> <p><b>RESOLVED</b> that the Committee confirmed the minutes of the Policy Committee meeting:</p> <p><b>POL06/1718 – 29<sup>th</sup> January 2018</b></p>
047/1819	4	<p><b>PERSONNEL SUB-COMMITTEE</b></p> <p><b>RESOLVED</b> that the Committee confirmed the minutes and recommendation therein of the Personnel Sub-Committee meeting:</p> <p><b>PSCO01/1718 – 1<sup>st</sup> May 2018.</b></p>
048/1718	5	<p><b>PUBLIC SESSION</b></p> <p>There were no members of the public in attendance.</p>
049/1718	6	<p><b>ASSET MANAGEMENT</b></p> <p><b>6.1 ASSET TAKS AND FINISH GROUP</b></p>



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050/1617	7	<p>The Chief Officer advised the Committee that 3 months' notice of termination had been received from Benson's and sought the Committee's approval to contact legal advice on the full terms of Benson's lease. It was agreed this item be discussed at the next Policy Meeting.</p> <p><b>RESOLVED</b> that Committee <b>AGREED</b> the proposal.</p> <p><b>6.2 BURIAL GROUND</b></p> <p>A Burial Ground Pre-App meeting was held on Monday 5<sup>th</sup> June. An update will be given at the next Policy Meeting.</p> <p><b>MAJOR TOWN INITIATIVES</b></p> <p><b>RESOLVED</b> that Committee note the minutes from the following meetings:</p> <p><b>Bicester Vision Executive Board Meeting:</b> 1<sup>st</sup> February 2018, 5<sup>th</sup> April 2018</p> <p><b>Bicester Vision Executive Board Meeting:</b> 1<sup>st</sup> March 2018, 10<sup>th</sup> May 2018</p>
051/1718	8	<p><b>SHOPMOBILITY</b></p> <p><b>RESOLVED</b> that Committee <b>AGREE</b> to make a decision for financial support for the Shopmobility scheme 2018/19 and future years once a usage report has been received for the years of 2016/17 and 2017/18 from Cherwell District Council.</p> <p><i>Cllr Lynn Pratt declared an interest and left the room during discussion.</i></p>
052/1718	9	<p><b>LANGFORD VILLAGE COMMUNITY HALL – LETTER OF SUPPORT</b></p> <p><b>RESOLVED</b> that Committee <b>AGREED</b> that the Chief Officer writes a letter of support on behalf of the Council.</p>
053/1718	10	<p><b>COMMUNITY GOVERNANCE REVIEW – GRAVEN HILL</b></p> <p><b>RESOLVED</b> that Committee <b>PROPOSE</b> East Ward has three Councillors and other Wards have 4.</p>
054/1819	11	<p><b>GDPR</b></p> <p><b>RESOLVED</b> that Committee <b>AGREED</b> that the Chief Officer obtain costs from Microshade to provide a third party Data Protection Officer service.</p> <p><b>RESOLVED</b> that Committee <b>APPROVED:</b></p> <ol style="list-style-type: none"> <li>1. <b>The GDPR Action Plan</b></li> <li>2. <b>The Data Protection Policy</b></li> <li>3. <b>Privacy Notices for Allotments, Civic contacts, Complaints, Councillors, Employees, Equal Opportunities, Grant Applicants, Recruitment and Residents</b></li> <li>4. <b>“How to Access your Records” information sheet and Subject Access Request form</b></li> </ol>



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		<p>5. <b>Acceptable IT Usage Policy</b>  6. <b>Data Security Incident Procedure</b>  7. <b>Data Privacy Impact Assessment Document.</b></p>
055/1819	12	<p><b>GARTH LODGE</b></p> <p><b>RESOLVED</b> that Committee <b>AGREED</b> works be undertaken to Garth Lodge and that Chief Officer be given a contingency budget.</p>
056/1819	13	<p><b>PUBLICATION SCHEME REVIEW</b></p> <p><b>RESOLVED</b> that Committee <b>AGREED</b> the revised Publication Scheme.</p>
057/1819	14	<p><b>FREEDOM OF INFORMATION REQUEST APPEAL</b></p> <p><b>RESOLVED</b> that Committee <b>AGREED</b> to appoint an Appeal Committee of any three councillors.</p>
058/1816	15	<p><b>FORWARD PLAN</b></p> <p><b>RESOLVED</b> that:</p> <ul style="list-style-type: none"> <li>• <b>Closure policy for cemetery minutes to include verbal update.</b></li> <li>• <b>Future play areas on Kingsmere Phase 1 management of open space.</b></li> </ul>
059/1819	16	<p><b>EXCLUSION OF PUBLIC AND PRESS</b></p> <p><b>RECOMMENDED</b>  That in accordance with section 1(2) of the public bodies (admission to meetings) act 1960, the public and press be excluded from the meeting during the consideration of the items set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.</p>
060/1819	17	<p><b>CONFIDENTIAL REPORT</b></p> <p><b>RESOLVED</b> that Committee <b>AGREED</b> in principle to engage a recognised expert in trust law to advise on the basis of the papers.</p>
061/1819	18	<p><b>DATE OF NEXT MEETING</b></p> <p><b>Tuesday 9<sup>th</sup> July 2018 – 7pm</b></p> <p><b>CLOSE OF MEETING: 20:45 hrs</b></p>