

Minutes of the Policy Committee

A meeting of the **Policy Committee** was held on **Thursday 18th June 2026** at **19:00 hrs** at the **Council Chamber, The Garth, Launton Rd, OX26 6PS**.

Present:

Cllr Dan Hallett (Chair)
Cllr Nick Mawer
Cllr Rachel Mallows
Cllr Tom Beckett
Cllr Paul Wheatley
Cllr Donna Ford

In Attendance:

Paul Canning - Deputy Town Clerk
Viktorija Kovale - Finance Administrator

01/ Appointment of Vice-Chair

2627 RESOLVED that Cllr Chris Pruden was **APPOINTED** as Vice-Chair for the Policy Committee.

02/ Apologies for Absence

2627 RESOLVED that apologies be received from:

- Cllr Harry Knight

03/ Declarations of Interest

2627 RESOLVED that declarations were received from:

- Cllr Donna Ford

04/ Minutes of the Policy Committee

2627 RESOLVED to **CONFIRM** the minutes of the Policy Committee meeting held on:

- **POL05/2526** held on Monday 9th February 2026 at 19:00hrs.

05/ Public Session

2627 RESOLVED that no members of the public attended the meeting.

06/ Policies Review

2627 RESOLVED that Committee **APPROVED** the following amendments:

GP18 PRESS AND MEDIA POLICY

- that references to “Service Manager” be amended to “Senior Officer”;
- that references to “Chairman” be amended to “Chair”;
- that references to “Political Group Leader” be amended to “Political Group Spokesperson”;

- that a new section addressing Data Protection and FOI within the policy be included stating that all communications must comply with the Data Protection Act 2018, UK GDPR and the Freedom of Information Act 2000;
- that a new section addressing social media within the policy be included stating that only authorised Bicester Town Council officers may publish on official Council platform.

GP21 SAFEGUARDING POLICY

- that a new section addressing Data Protection and FOI within the policy be included stating that:
 1. The Council recognises the risks associated with online and digital environments.
 2. It will take reasonable and proportionate steps to ensure digital safety where services, bookings, or communications involve children or adults at risk.
 3. The Council will ensure compliance with data protection legislation and its obligations under the Freedom of Information Act, balancing transparency with the protection of personal data.
- that references to “Vulnerable Adult” be amended to “Adult at Risk”.

GP25 DOCUMENT RETENTION POLICY

- that a new section addressing Data Protection and FOI within the policy be included stating that:
 1. This policy operates in accordance with the Data Protection Act 2018, the UK General Data Protection Regulation (UK GDPR), and the Freedom of Information Act 2000;
 2. It reflects the Council’s obligations to manage, retain, and dispose of information lawfully, transparently, and securely.

Additionally, Councillors suggested checking the minimum retention dates to ensure they are up to date.

07/ Exclusion of Press and Public

2627 RESOLVED 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.

Date of next Meeting: 14th September 2026 at 19:00

CLOSE OF MEETING: 20:10hrs