

RAVENSTONE PARISH COUNCIL

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Clerk: Mr Julian Vischer
50 Gibsons Green, Heelands, Milton Keynes, MK13 7PE
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Minutes of the Annual Meeting held on Thursday, 12th May 2016 at Ravenstone Village Hall at 7.30 pm

Present: Newly elected parish councillors, outgoing parish councillor W. Meades; Ward Cllrs P. Geary, D. Hosking & K. McLean + 2 members of the public.

Clerk J Vischer.

1. Declarations of Acceptance of Office - were signed by R. Rook, R. Humphreys, S. Bailey, H. Anderson and N. Brinner
2. Apologies - None
3. Reports
Outgoing Chair's report on the year – *see attached*
Report of Village Hall Committee representative Cllr Bailey – to be carried forward to the next (June 16) meeting
4. Election of Chairman for the forthcoming year – Cllr Rook was duly elected Chair: Proposer Cllr Bailey, seconder Cllr Humphreys, unanimous.
5. Election of Vice Chair for the forthcoming year – Cllr Bailey was duly elected Vice Chair: Proposer Cllr Rook, seconder Cllr Humphreys, unanimous.
6. Appointment of external representatives for the forthcoming year
Village Hall Committee - Cllr Bailey
Chapman Education Foundation liaison – Alan Faulkner-Stevens [*post meeting note: this was confirmed after the meeting*]
N.E. Area Forum – representatives to be chosen on a per meeting basis
New – Parishes Forum - representatives to be chosen on a per meeting basis. Clerk to establish dates.
7. Review and Acceptance of Standing Orders - these were approved. Proposer Cllr Rook, seconder Cllr Humphreys, unanimous.
8. Review and Acceptance of Code of Conduct - these were approved. Proposer Cllr Rook, seconder Cllr Humphreys, unanimous.
9. Review and Acceptance of Risk Assessment Policy - including Fixed Assets Register - these were approved, subject to the following points. Proposer Cllr Bailey, seconder Cllr Humphreys, unanimous.
The Chair offered to establish a possible confusion between 'signposts' and 'finger posts'. A walk-round was agreed to inspect assets.
Recreation Field to be added to the Register. Documentary evidence of RPC ownership of the Recreation Field to be sought. Cllr Humphries to review old documents previously held by M Amberg
Bank signatories to be updated – W. Meades to be removed, Cllr Anderson to be added.
Clerk to verify that Milton Keynes Council was responsible for the play equipment damage / injury as stated in the Register.
Data Protection - The clerk explained that he had received conflicting advice about whether or not the council was a 'data controller' and therefore be required to register for the purposes of the Data Protection Act. The key issue seemed to be what the nature of 'personal' information was, as distinct from 'business' information. An email about an employee would be personal but an email from an employee concerning a business matter would not necessarily be considered personal. On the Information Commissioner's (ICO) website it stated that there was no requirement to register if: information was only being processed 'to maintain membership and support' and 'to share the information with people and organisations necessary to carry out the organisation's activities' and providing 'individuals give their permission to share the information'. This was clearly the case with the Parish Council. However advice from the Society for Local Council Clerks stated that 'a Council acting as an employer is deemed to be a data controller' – which is also the case with the Parish Council. The clerk was asked to seek advice from Bucks Association of Local Councils - the latter statement was not stated as boldly on the ICO website.

Meeting closed at 8.15pm

Signed

date