



DOWNEND & BROMLEY HEATH PARISH COUNCIL

Mrs Angela Hocking, Clerk to the Council,
Parish Office, Downend Library, Buckingham Gardens, Downend, Bristol BS16 5TW
Tel No: 0117 9567001 / E-mail: clerk@dbhparishcouncil.co.uk / www.downendbromleyheath.org

You are hereby summoned to attend a meeting of Downend & Bromley Heath Parish Council at

**BADMINTON ROAD METHODIST CHURCH,
Badminton Road, Downend, Bristol BS16 6NU
on Thursday 26 April 2018, 6.30pm.
This will be followed by the Annual Assembly at 7.30pm.**

Items from the public, if notified to the Clerk of the Council by 12 noon on Wednesday 25 April 2018 will be heard. Any resident of the Parish can address the Council (for no more than 5 minutes) on one agenda item only, make a statement or present a petition. A restriction on the time made available for these items will be at the discretion of the Chair on referral to the Council Members.

Mrs Angela Hocking
Clerk to the Council

.....
*Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions:
Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder,
Health & Safety and Human Rights.*
.....

Emergency Evacuation Procedure

In the event of a fire alarm or other emergency, please exit the building via the nearest marked fire exit or safest evacuation route. Please meet at the designated assembly point outside the building.

OPENING			
163.1	Welcome	Chair	5 minutes
163.2	Apologies	Clerk	
163.3	Declaration of Interests under The Localism Act 2011	Chair	
PUBLIC, POLICE & PRESENTATIONS			
163.4	Items from the Public	Chair/Public	As required
163.5	Items from the Police	Police	As required

MINUTES & URGENT ACTIONS			
163.6	Approve Minutes of Meeting held on 15 March 2018	Chair	5 minutes
163.7	Matters Arising and ongoing issues	Clerk	5 minutes
163.8	Urgent Actions	Clerk	As required
REPORTS FROM COMMITTEES AND WORKING GROUPS / MATTERS FOR DISCUSSION			
163.9	Finance and General Purposes <ol style="list-style-type: none"> i. Payment of accounts ii. Account balances iii. Spending in accordance with Business Plan iv. Recommendations from Committee meeting held on 5 April 	Clerk	
PROPOSALS			
163.10	General Data Protection Regulations Please see the accompanying article on 'Preparing for the General Data Protection Regulations' (GDPR), and information on the Information Commissioner's Office website: https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/ https://ico.org.uk/media/for-organisations/guide-to-the-general-data-protection-regulation-gdpr-1-0.pdf 163.10.1 Proposals in order to comply with GDPR:- <ol style="list-style-type: none"> i. To approve that the Clerk to the Council uses the attached documentation sent through by the National Association of Local Councils (NALC) as part of GDPR compliance - <ul style="list-style-type: none"> - Consent Form - Privacy Notice for staff, councillors and role holders - General Privacy Notice (to be uploaded to the parish council's website) ii. To approve that the Clerk to the Council is authorised to proceed with obtaining the necessary consents from contacts of the parish council, ie, members of Friends groups, sports pitch user groups etc. iii. To confirm authorisation for the Clerk to contact anyone with whom D&BH PC has a contractual relationship with and obtain consent to use their personal data iv. Authorisation for Clerk to circulate to all Councillors the relevant Privacy Notice and Consent Form for completion and return as soon as possible. 163.10.2 To approve 'Insightly' as a Contact Relationship Management System (CRM) to simplify the GDPR compliance process moving forward 163.10.3 To approve a rolling programme of works for the football pitches at Badminton Road /King George V Playing Fields	Chair/Clerk	
MEETING CLOSSES			

Downend & Bromley Heath Parish Council has also been represented at:

- South Glos Equalities Conference – Cllr Janet Biggin
- Town and Parish Councils Forum – Cllr Janet Biggin