



To All Credition Town Councillors

You are hereby summoned to attend a **Full Council meeting**, which will be held on **Tuesday 23 April 2024**, at **13.00**, at **The Bungalow, 8 North Street, Credition, EX17 2BT**.

This meeting may be livestreamed via Facebook in order to allow Members of the Public to watch the meeting.

The purpose of the meeting is to transact the following business.

**Rachel Avery PSLCC**

**Town Clerk**

**Thursday 18 April 2024**

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Please note that:

- Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960. Members of the public will be given the opportunity to address councillors in attendance as part of the agenda.
- Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.
- Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), Credition Town Council is unable to make any decision on matters not listed within the agenda.
- Credition Town Council will always attempt to record and livestream meetings to Credition Town Council's social media platforms.

## **AGENDA**

### **2024/168 - Welcome and Introductions**

Opening of meeting by the Chair and member introductions

### **2024/169 - Public Question Time**

To receive questions from members of the public relevant to the work of the council (a maximum of 30 minutes is allowed for this item; verbal questions should not exceed 3 minutes)

### **2024/170 - Apologies**

To receive and accept Town Councillor apologies (apologies should be made to the Town Clerk)

### **2024/171 - Declarations of Interest and Requests for Dispensations**

**2024/171.1 - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda**

**2024/171.2 - To consider any dispensation requests (requests should be made to the Town Clerk prior to the meeting)**

### **2024/172 - Order of Business**

At the discretion of the Chair, to adjust, as necessary, the order of agenda items to accommodate visiting members, officers or members of the public.

### **2024/173 - Chair's and Clerk's Announcements**

To receive any announcements which the Chair and Town Clerk may wish to make (for information only).

### **2024/174 - GDPR**

To receive the report regarding ongoing support and officer/member training and to approve recommendations therein, as recommended by the Council Affairs and Finance Committee

### **2024/175 - Date of next meeting**

To note that the date of the next meeting will be Tuesday 21 May 2024

### **2024/176 - Part II**

To resolve that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information

### **2024/177 - Council Offices**

To receive the report regarding the Council Offices and to approve recommendations therein, as recommended by the Council Affairs and Finance Committee

## 2024/178 - Reports Pack

### Attachments – for internal use only

[AI 176 \(CA F\) - GDPR Report.docx](#)



# CREDITON TOWN COUNCIL

## GDPR Support Report

**Report by:** Town Clerk  
**To:** Full Council  
**Date:** For consideration on 16 April 2024

### **Recommendation**

Full Council is recommended to approve, following a recommendation by the Council Affairs and Finance Committee, payment for annual support for GDPR compliance, for one year.

#### **1. Purpose**

1.1 This report follows on from the Council Affairs and Finance Committee decision to approve Quote A.

#### **2. Background**

2.1 The Council Affairs and Finance Committee have agreed to outsource a full GDPR compliance audit and additional support in relation to training from officers and members.

#### **3. Proposals**

4.1. That Full Council approve Quote A, with payment being taken from General Legal and Professional Fees (earmarked reserve).

#### **4. Financial Implications**

Quote A	Initial Audit Monthly Retainer (includes training for Officers and Members)	£500.00 £149.00 x 12 months  £2,288.00 (no VAT)
Quote B	Review and Data Protection Impact Assessment Policy and Procedure Creation and Refresh Training for Officers and Members	£4,495.00 (+ VAT)

#### **5. Climate Implications**

6.1 There are no climate implications.

#### **6. Conclusion**

7.1 CTC is responsible for compliance of GDPR law and regulations.