

SOUTH WOOTTON PARISH COUNCIL

Minutes of the Meeting of the Policy Committee held at 7.00pm on

Wednesday 5th November 2025

at the Parish Council Meeting Room, Church Lane, South Wootton

1. TO ELECT A CHAIRMAN FOR THE ENSUING YEAR: Mrs Cornwell asked members for nominations for a Chairman for the ensuing year. **Mr Narborough proposed that Mr Hofmeister continue in his role as Chairman of the Policy Committee, this was seconded by Mr Bland, there being no other nominations this was unanimously agreed.**

2. PRESENT: Mr H Hofmeister, Mr P Bland, Mr M Narborough, Mr T Porter, Mrs T Carney, Mrs T Cornwell (Clerk) and Mrs M Kirby (Assistant Clerk)

APOLOGIES: Mr A Evans, Mr S Scales and Mrs M Albinson

3. MINUTES OF THE LAST MEETING: 6th November 2024, these were proposed as a correct record by Mr Narborough, seconded by Mr Bland with all members in favour, they were signed by the Chairman.

4. DECLARATIONS OF INTEREST: None

5. TO RECEIVE QUESTIONS FROM THE PUBLIC: None

6. To review the following Policies and Procedures:

Mr Hofmeister stated that all members had been provided with a copy of the following documents, members confirmed that they had read through them prior to the meeting.

Information and Data Protection Policy:

Mrs Cornwell confirmed that there had been two amendments to the document, she explained that at the bottom of Page 2 an addition had also been made in small type in brackets to explain that BTC means All the data and information held by State Street – Bank and Asset Management Company.

With no questions or comments, all members were happy.

General Privacy Notice:

Mrs Cornwell confirmed that additions to this policy had been made in blue type, again with no questions or comments members were happy with the document.

Mr Hofmeister proposed that the Parish Council accepts both the Information and Data Protection Policy and the General Privacy Notice; this was seconded by Mr Bland with all members in favour.

Mrs Cornwell confirmed that she would provide Mr Hofmeister with the updated documents for him to sign.

7. Confidential Items

To discuss Staff Appraisals: – See attached.

There being no further business the Chairman closed the meeting at 7.30pm.

8. Date of next meeting: To be advised.

Date:

Chairman