



**Tidworth Town Council
Policies and Procedures
March 2020**



Minutes of the Policies and Procedures Committee on 18th March 2020 in the Community Centre at 11.00am

<p>Attended Councillors P Hedge (PH) in the Chair, H Jones (HJ), G Paine (GP), Admin: A Nicholls</p>		<p>1. 19/032PP Apologies: None Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.</p>
Item	Agenda Item	Action by
19/033PP	<p>2. Declaration of interest – NONE (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).</p>	
19/034PP	<p>3. Minutes of previous meeting There were no previous meeting minutes to be ratified.</p>	
19/035PP	<p>4. Review of CCTV Policy It was recommended at the March 2020 Services Committee, to remove all remote CCTV access. Viewing recorded images on Town Council equipment will be confined to a minimum of 2 people, one person being a member of Staff. All agreed and carried.</p>	
19/036PP	<p>5. Review of Emails Policy. Currently there is no policy concerning Emails. <u>The Policy.</u> All Councillors are provided with a “Town Councillor” Account. These accounts are only to be used for Town Council business. To comply with GDPR, personal email accounts are not to be used for Town Council business. Should a Town Councillor leave the council, the IT technician will be asked to suspend access to their account. The closed account will be retained for 3 months and then deleted, unless there are ongoing investigations requiring access to this account.</p>	

	<p>The mayor email should remain, and emails sent to this account should also be copied to the Town Clerk</p> <p><u>Action Required on Current Email Accounts</u></p> <p>The IT technician is to be asked about the removal of “status” email addresses for all Chairs of Committees. The Mayor email account and emails sent to this account should also be copied to the Town Clerk.</p>	
19/037PP	<p>6. Correspondence</p> <p>It was noted that an email had been received to close the Council offices to all members of public until further notice. Office Staff will be contactable via email, or phone.</p>	
19/038PP	<p>7. Date of next meeting</p> <p>TBC</p>	<p>Agenda items to be submitted to the Clerk 7 days before meeting</p>

**There being no further business
to discuss the meeting closed at 11.55 am.**