

Egmanton Village Meetings

Introduction

Egmanton Village does not have a Parish Council. Instead full participation in meetings to discuss parish business is open to all members of the parish on the electoral register, under s 13 of the Local Government Act 1972. The electoral registration officer is obliged to supply a list, free of charge, of that part of the register relating to the parish.

Trustees

In order to provide a depository for the title of any parish property, and to provide a legal entity, Parish Trustees are considered to be (a) the elected Chairman, and (b) an officer appointed by Newark and Sherwood District Council (NSDC).

Frequency and timing of Meetings

It is a legal requirement that an annual meeting is held between 1 March and 1 June each year in order to elect a Chairman, Vice Chairman, Clerk and Treasurer. It must also meet on at least 1 other occasion during the year. Meetings can also appoint sub committees to administer any functions.

Meetings must not start before 18.00 hrs.

Meetings are generally held in Egmanton Village Hall, and may be convened by any of:

- the Chairman,
- any representative of the Parish on the District Council
- any 6 electors from the Parish

Notice of Meetings

Notice of the time, place and business of each meeting will be provided a clear 7 days before the meeting, and 14 days if the meeting is to consider the establishment of a Parish Council, or the grouping of the parish with another parish. At present, hard copy agenda are delivered to each house in the parish, a copy is placed on the village noticeboard, and notice appears on the village website www.egmanton.org.uk

At least 2 people need to be present to form a valid meeting, but if a document is to be executed that must be increased to 3 people.

The Press and members of the public from outside the parish have a right to attend (but not to vote).

Decisions

Decisions are taken in favour of the majority of electors present and voting. The Chairman has an original vote in his own right, and an additional casting vote in the event of a split vote. If one third of the electors present (or 10 people, whichever is the less) insist, a formal Poll must be arranged in accordance with rules made by the Secretary of State (ie procedures similar to the election of a local councillor).

Minutes

Minutes of the conduct of meetings, acts and decisions, will be kept and recorded in a Minute Book, and which becomes the legal record. These will be signed as a true record by the Chairman when given authority to do so by the subsequent meeting.

There is no legal requirement to record the majority by which a decision is made, but this is usually done.

Audit

As an authority with an annual turnover of less than £25,000, Egmonton Village meeting is exempt from routine external audit.

Data Protection and Privacy Notices

Egmonton Village Meeting is required to:

- (a) provide transparency and accountability in accordance with the Department for Communities and Local Government Transparency code for smaller authorities, published in December 2014, and
- (b) comply with the General Data Protection Regulations 2018

It is not required to appoint a Data Protection Officer (DPO).

'Personal data' is any information about a living individual which allows them to be identified from that information (for example a name, photograph, video, email address, or address).

Privacy Notice

Egmonton Village Meeting is required to state what personal information is held, how it is processed, and for what purpose, in the form of a **Privacy Notice**. This should be available to local residents with whom it communicates regularly, and a 'consent form' obtained from those people.

However, the Meeting does not hold a list of residents, and does not routinely, process personal data. Its current functions do not lead to any statutory obligation to process such information. Any notifications or other communications are delivered by hand to each house in the Parish, displayed in prominent places and/or published on the Village website. It does not hold a list of who lives in each house.

Should Egmonton Village Meeting ask for personal data, it undertakes:

- to use the information lawfully, fairly and in a transparent way
- to collect it only for valid purposes that have been clearly explained
- to use it only for the purposes that have been stated, and to limit use only to those purposes
- to make sure it is accurate and up to date
- to keep it only for as long as necessary for the stated purpose
- to keep it, and when appropriate destroy it, securely

At any point an individual has the right to access any personal data that we hold on them, and require an explanation as to why Egmonton Village Meeting holds it. They have the right to require that it is updated or corrected, that it is erased if there is no ongoing need to retain it, to restrict its use and to withdraw consent to its continuing use.

If unsatisfied with any response from Egmonton Village, an individual has a right to lodge a complaint with the Information Commissioner's Office.

The Schedules below indicate in more detail the Policies and Procedures of Egmonton Village Meeting in relation to Data Protection

- (a) a data map listing all documents received, held and sent
- (b) a Data Protection Policy
- (c) a Data Breach Policy
- (d) a Records Retention Policy
- (e) a Procedure Table for dealing with requests for disclosure of data held