

**SWANWICK PARISH COUNCIL  
MINUTES OF PUBLIC RELATIONS AND INFORMATION COMMITTEE  
21 AUGUST 2014**

**Present:** Councillors Hardwick, Fretwell, D Staton, P Staton. Soudah

**1. Apologies:**

Cllrs Dale & Payne,

**2. Swanwick Parish Council Communication Strategy**

The Parish Council need to formulate a strategy as part of the Neighbourhood Plan, the clerk has discussed with Amber Valley Borough Council's Public Relations Provider, and they do not have a strategy in place.

Cllr Fretwell said that he would be able to provide some information on this.

**3. Website Information**

Cllr Soudah explained that our website provider has alerted the Parish Council to the matter of dealing with the items listed below. There needs to be a number of documents which need to be progressed and available on the website.

**3.1 Registration Under the Data Protection Act**

**Data Protection Policy**

**Data Security Policy**

**3.2 Freedom of Information Inventory**

**3.3 Code of Conduct Information – Cllrs Declarations of Interest –**

Once again the clerk distributed forms to those who have not completed them yet.

**4. Cookie Policy**

The Parish Council does not have a cookie policy in place on their website, this needs to be addressed.

**5. The Openness of Local Government Bodies Regulations 2014**

The Regulations need to be worked within and shortcomings addressed.

**6. Terms of Reference & Objectives**

The Terms of Reference & Objectives need to be sourced and updated accordingly, to ensure that the Parish Council is clear on what information is to be provided.

Meeting Closed at 7.25pm