



**Civic Hall, off Park Lane, Poynton, Cheshire, SK12 1RB**

Date: 16<sup>th</sup> May 2018

You are summoned to a meeting of the Finance and General Purposes Committee to be held at 8.00pm on Monday 21<sup>st</sup> May 2018 at the Civic Hall, Poynton.

Yours faithfully,

Liz Osborn  
Town Clerk

**A G E N D A**

1. To note if anyone attending, or present, at the Committee meeting is making, or intends to make, an audio recording or film of the meeting
2. Questions from members of the public
3. Apologies for absence
4. Declarations of disclosable pecuniary or other interests
5. To approve as an accurate record the minutes of the Finance and General Purposes Committee held on 26<sup>th</sup> February 2018
6. To receive and consider a report on the General Data Protection Regulation 2018 from the Town Clerk
7. To receive and consider the adoption of:
  - Information and data protection policy
  - Privacy notice for staff, councillors and role holders
  - Document retention and disposal policy
  - Subject access request policy
8. To consider and agree any communication messages arising from this meeting.