

6	<p><u>To agree proposals for the archiving files in the short-term</u></p> <p>There are different requirements relating to the archiving of Parish Council papers; some papers are kept for 7, 21 years or indefinitely (in the case of Burial Ground ledgers). It is currently required that the Clerk stores all formal files and papers of Oxted Parish Council.</p> <p>TDC could only store other organisation's papers for 2 years and some papers are stored at the Surrey History Centre. The meeting discussed whether it was allowed to transfer some files to electronic storage systems, but this is not likely to be allowed (the Locum Clerk is due to meet the Clerk after the meeting and will clarify this).</p> <p>Anne Bott advised that the Parish Council would need to have a Publications Scheme to set out the policy and schedule for the storing and accessing of papers, including Freedom of Information requests. In the meantime, the storing of papers and files would remain with the Clerk (or Locum Clerk, as applicable) and the Locum Clerk will ensure that this is clearly stated in the Contract of Employment of the new permanent clerk.</p>	DJ
	<p><u>Part II of the meeting was confidential and closed to members of the public and press.</u></p> <p><i>Mr D Johnson (Locum Clerk) left the meeting at this point because of his connection with one of the applicants.</i></p>	
	<p>The next meeting will be on Tuesday 4th December 2012 at 8.45am at TDC offices, Oxted.</p> <p>There being no further business to discuss, the Chair closed the meeting at 10.05am.</p>	