

You are summoned to attend the meeting of the **POLICY & PROCEDURES Committee on Wednesday 11 October at 6pm in the Parish Council Office, Rear of Memorial Hall, Village Road, Denham UB9 5BN.**

Members should disclose any Personal or Disclosable Pecuniary Interest.

Aims and Objectives:

- To ensure that the Parish Council has good governance.
- To ensure that there is a framework in place to protect both staff and Councillors.
- To regularly review and update Council policies and procedures.
- To keep the Full Council informed of all staffing/Councillor issues.
- To establish new Policies and Procedures and present them to Full Council.

Agenda No	Agenda Item
20231011/01	Welcome and acceptance of apologies for absence.
20231011/02	Election of Chairman
20231011/03	Election of Vice-Chairman
20231011/04	Minutes of last meeting – 7 June 2023
20231011/05	Review time and frequency of future meetings
20231011/05	Review DPC Standing Orders • Ordinary Council Meetings – Ref 5 (Page 12) e iv Rule: The Chairman and Vice-Chairman of Council cannot be elected as Chairman or Vice-Chairman of a standing committee. Rule change Ref 5 (Page 12) e iv: The Chair of a standing committee can be considered for the position of Vice-Chair of the Council. The Chairman of the parish council should not be Chair of any standing committee to remain impartial through the decision-making process.
20231011/06	Civility and Respect Pledge • Please refer to attached documentation and here are two links to gather further information. https://www.nalc.gov.uk/news/entry/2383-1,000-local-councils-sign-the-civility-and-respect-pledge%20 https://www.nalc.gov.uk/our-work/civility-and-respect-project Please note that these are model rules that can be used by Councils and has been produced by NALC & SLCC

20231011/ 07	Code of Conduct Policy
20231011/ 08	Health and Safety Policy
20231011/ 09	Safeguarding Policy
20231011/ 10	Date & Time for Next Meeting 13 December 2023 at 6pm Denham Parish Council Offices, UB9 5BN

Derek Wilson - Executive Clerk and RFO
 5 October 2023

Committee Members:			
	Cllr J Walsh	Cllr M Heath	Cllr A Hans
	Cllr E Austin	Cllr W Davey	Cllr S Jeffries