

**Minutes of the meeting of POLICY & PROCEDURES Committee on
 Wednesday 6 December 2023 at 6.30pm in the Parish Council Office, Rear
 of Memorial Hall, Village Road, Denham UB9 5BN.**

Councillors:	Cllr E Austin – Chairman (EA)	Cllr W Davey (WD)
	# Cllr J Walsh (JW)	Cllr M Heath (MH)
	## Cllr A Hans (AH)	# Cllr S Jefferys (SJ)
	Cllr S Williams (SW) (Ex-Offio)	
Clerk:	Derek Wilson (Clerk)	# Apologies Received ## Apologies not Given

Meeting was voice-recorded.

Agenda No	Minutes	Action
20231206/ 01	Welcome and acceptance of apologies for absence. Apologies received from Cllr J Walsh and Cllr S Jefferys	
20231206/ 02	Election of Vice-Chairman Cllr B Keen – Proposed by Cllr MH and Seconded by Cllr WD	
20231206/ 03	Minutes of last meeting – 11 October 2023 Proposed by Cllr EA Seconded by Cllr MH – Members agreed to the minutes.	
20231206/ 04	Review time of future meetings It was agreed that future meetings can take place at 6.30pm.	
20231206/ 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. A discussion took place as to whether this also applies to vice-chairman and if they were standing in for the Chair (for whatever reason) they should not have an extra vote as they could become biased towards their own committee that they serve on. When the vice-chair stands in for the chair, they do not have a casting vote. If the vote is a split decision a vote is re-taken, if it still remains the same split decision the vote is deferred until the next meeting when the chair is present, or at an extra-ordinary meeting of the council. An emergency meeting can always be called, giving three clear days' notice to take the decision.	

	This should be one continuous resolution. Proposed by Cllr MH and Seconded by Cllr EA – members agreed.	Clerk
20231206/06	Civility and Respect Pledge - A discussion took place over the guidance that has been provided by the Local Government Association for Councillors. The civility and respect project that we as Denham Parish Council are being asked to sign up to applies to employees. - This guidance could be referred to within Denham Parish Council's Code of Conduct and refer to the appropriate guidance number. - The guidance does not refer to Unitary Authority Councils and this is a matter that needs to be addressed with NALC. Action Clerk to contact LGA to request that they address this issue. - Any training required should be arranged through our F&C clerk, as there should be provision in the budget for any training activities. ACTION: Review potential budget allocation for training. Resolution: To adopt the guidance that has been produced by NALC and for Denham Parish Council to sign up to the Civility and Respect pledge. Proposed by Cllr EA Seconded by Cllr MH – 2 Members voted for and 2 members abstained from the vote – Will go to Full Council in 15 January 2024.	Clerk Clerk/Finance
20231206/07	Code of Conduct Policy - Review the highlighted changes to the DPC Code of Conduct making reference to Associate Member. The changes are in red type and Cllr Walsh email was read out and the two paragraphs from the NALC code to be inserted into this policy document. - The two paragraphs shown in bold type (minute ref 20231011/07) to be inserted into the DPC Code of Conduct under the General Conduct, under sub-section 1 at the end of this section dealing with Respect. Unanimously agreed by members. - Parish Councils are defined as Local Council Authorities within the the CiLCA yellow book under the Local Government Act 1972 Section 137(1).	Clerk
20231206/08	Whistleblowing Policy - The last bullet point under 'What types of concerns?' should change from 'damage to the environment' to read 'damage to property or any malicious damage'. - Move the two paragraphs below the bullet point list to the section before the last sentence and change the clerk's name on the policy. Unanimously agreed by members.	Clerk
20231206/09	Maids Moreton Parish Council Appraisal Policy and Protocol - Cllr SW to have a procedure in place for carrying out appraisal and to implement a policy for Denham Parish Council. - Appraisal of the Clerk – Chairs of the committee should meet with the Chair of the Council to have an input into the process. ACTION: Cllr SW to do something about this procedure and to bring back this document to the next Policy and Procedures meeting. A draft will be forwarded to Cllr EA and the Clerk.	Cllr SW
20231206/10	Change Control Policy Version numbering. Cllr EA advised members present that there should be version numbering on policies to indicate what is the latest document and will be easily identifiable, along with the date and page numbering.	Clerk

	Agreed by the members present.	
20231206/11	Date & Time for Next Meeting 14 February 2024 at 6.30pm Denham Parish Council Offices, UB9 5BN	
20231206/12	Part 2 Minutes from 11 October 2023 – Couple of amendments second bullet point to start with 'Item 16.3....' and last bullet point sentence to remove 'Copy of amended policy attached'	

Meeting concluded at 7.45pm

Derek Wilson - Executive Clerk and RFO
 13 December 2023

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