

You are summoned to attend the meeting of the **POLICY & PROCEDURES Committee on Wednesday 17 April 2024 at 6.30pm 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
20240417/01	Welcome and apologies for absence.
20240417/02	Election of Vice-Chairman • Cllr B Keen has decided to step down from this role due to other commitments
20240417/03	Minutes of previous meeting – 6 December 2023 • The previous meetings scheduled for 14 February and 13 March 2024 were cancelled.
20240417/04	Training and Development Policy 2024-2025 • New policy and template attached
20240417/05	Website Policy 2024-2025 • Original policy for 2020-21 attached for reference
20240417/06	How do we encourage volunteers to participate at events?
20240417/07	Project Officer / Events Co-Ordinator • Job specification attached
20240417/08	Date & Time for Next Meeting 12 June 2024 at 6.30pm Denham Parish Council Offices, UB9 5BN

Derek Wilson – Executive Clerk and RFO
 12 April 2023

Committee Members:			
Cllr E Austin	Cllr J Walsh	Cllr M Heath	Cllr A Hans
Cllr S. Williams	Cllr B Keen	Cllr W Davey	