

Minutes of 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.**

Councillors:	Cllr E Austin (EA) - Chairman	Cllr S Williams (SW)
	# Cllr J Walsh (JW)	Cllr M Heath (MH)
	# Cllr A Hans (AH)	# Cllr W Davey (WD)
	Cllr B Keen	
Clerk:	Derek Wilson (Clerk)	# Apologies Received

Meeting was voice-recorded

Agenda No	Minutes	Actions
20240417/01	Welcome and apologies for absence Cllr Edna Austin (Chair) welcomed everyone to the meeting and apologies were noted.	
20240417/02	Election of Vice-Chairman Cllr B Keen has decided to step down from this role due to other commitments. It was decided that next month there would be fresh appointments made at the next full council meeting, following the annual parish meeting and to defer this item.	
20240417/03	Minutes of previous meeting – 6 December 2023 - The previous meetings scheduled for 14 February and 13 March 2024 were cancelled. The minutes were duly agreed by members present. - Page 2 – Cllr SW to follow-up about the Maids Moreton Parish Council Appraisal protocol. Action: Item will be deferred to the next Policy and Procedures meeting in June.	Cllr SW
20240417/04	Training and Development Policy 2024-2025 - New policy and template attached. The document was reviewed with some grammatical changes and a couple of paragraphs to be removed. Action: Clerk to amend the policy accordingly. - Also, the policy should be in the same design format as other Denham Parish policies. Action: Clerk to format the design to be like other policies. - Training template Action: To check with F&C that a log is already kept on training courses that Councillors attend if it is for the benefit of the parish council. - This policy should be recirculated to members with the necessary amendments.	Clerk Clerk F&C

Derek Wilson – Executive Clerk and RFO
18 April 2023

Chairman _____ Date _____