

Minutes of the meeting of the **POLICY & PROCEDURES Committee on
 Wednesday 12 February 2025 at 7pm 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 A Hans (AH)	Cllr M Heath (MH)
		# Cllr W Davey (WD)
Clerk:	Derek Wilson (Clerk)	# Apologies Received ## Apologies not given

Meeting was voice-recorded

Agenda No	Minutes	Actions
20250212/01	Welcome and apologies for absence. Apologies were received from Cllr A Hans and Cllr W Davey. Since the last meeting Cllr J Walsh had resigned from this committee and Cllr W Davey would like to come off, as he is already on Services and Communities.	
20250212/02	Minutes of previous meeting – 11 September 2024. The meeting had to be adjourned in November due to not being quorate. The minutes from the previous meeting were agreed.	
20250212/03	GDPR, Environmental Information Regulations, and FoI Policies 2025 The current policy was reviewed and felt that the information relating to GDPR was inadequate and insufficient, This policy also covers EIR and FoI. A discussion took place seeking clarity between GDPR and Data Protection policies, as there is conflicting advice from the Local Government Association. Action: It was agreed to defer review of this policy. The Clerk will produce two separate policies, one covering GDPR and the other dealing with EIR and FOI.	EC
20250212/04	Safeguarding Policy 2025 The safeguarding policy was reviewed to include the renting out of Martinsfield and updating the policy to reflect changes to the Buckinghamshire Council's website, covering vulnerable adults and children's safeguarding. Action: The Clerk will amend this policy with the necessary changes and re-circulate to members of this committee for comment. Action: Within this policy of Safeguarding, it refers to staff, Councillors and volunteers found in breach of the policy that the disciplinary policy will need to be cross-reference from both documents to ensure consistency.	EC EC

20250212/05	Councillor Tablet Policy 2025 Councillors who were present reviewed this policy and made a number of amendments to reflect members not only had tablets, but now also a keyboard, a charger and a cable to charge their keyboards. The policy should reflect this. It was remarked at the meeting that the tablets had some form of tracker fitted. This was because in the event of the Tablet being lost or stolen, the device could be located. Members felt this was an infringement of councillors' privacy, and would like this facility to be removed from the Tablet. Action: The Clerk to amend this policy making the necessary changes advised and to re-circulate to members for comment. Action: The Clerk to contact Dr Tech to have the tracking facility turned off unless the tablet is lost or stolen.	EC EC
20250212/06	Certifying Documents Policy This policy has come about when a French national living in Denham needed to complete a proof of life document to ensure they receive their pension. The Clerk had spoken with BALC and was advised that Parish Councils can carry out these requests and referred to another parish to see how they handle the requests. Parishes can make a charge for this service and this policy was discussed with members. Action: There are some amendments to make to this policy and to re-circulate. The principle of having a policy document in place for future eventuality. A stamp has been purchased to acknowledge the documentation that can be signed by the Clerk/RFO.	EC
20250212/07	Date & Time for Next Meeting Wednesday 9 April 2025 at 7pm Denham Parish Council Offices, UB9 5BN – This date may change TBC. It was agreed that future meetings may be required on a more frequent basis, as there are quite a few policies that require updating. As the membership of this committee has decreased, daytime meetings may be held, depending on everyone's availability. Action: EA to draft and circulate available meeting dates/times. Action: Clerk and EA to draw up a list of policies requiring prompt review.	Cllr EA Cllr EA/EC

Meeting concluded at 8.35pm
Derek Wilson – Executive Clerk and RFO
13 February 2025

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

