

Minutes of the POLICY & PROCEDURES Committee on Thursday 11 September 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 N Abadjion (NA)	# Cllr J Walsh (JW)
Clerk:	Derek Wilson (Clerk)	# Apologies Received ## Apologies not given

Meeting was voice recorded

Agenda No	Minutes	Actions
20250910/01	Welcome and apologies for absence. Apologies received from Cllr MH, Cllr AH, and Cllr JW. Cllr NA as vice-chair of Services is appointed onto this committee. Vice-Chairs of committee are auto enrolled onto this committee. Meeting commenced at 7.15pm.	
20250910/02	Election of Chair Cllr EA was proposed as Chair by Cllr SW and Seconded by Cllr NA.	
20250910/03	Election of Vice-Chair This position has been deferred to the next meeting.	
20250910/04	Minutes of previous meeting – 21 July 2025 The minutes were agreed with the members of the meeting. Item 6 Code of Conduct, where it refers to other relevant policies, is still a pending action and it's interaction with other policies such as the Employee code of conduct, Equality, Diversity and Inclusion, Bullying and Harassment.	Cllr EA/EC
20250910/05	Aims and Objectives Currently, the aims and objectives are listed as follows. 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. This bullet point needs to be amended to include volunteers. Action: Clerk to amend. - 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.	EC
20250910/06	List of all DPC policies The list of policies circulated with the agenda papers. It was noted that these policies should be placed in order of updating by year to identify those that need to be reviewed first for the next meeting. Action: Clerk to re-draft in date order. At the bottom there should be a list to be reviewed when the law changes. Some policies may need to be brought forward earlier depending on any change to the law.	EC EC

20250910/07	Equality, Diversity, Inclusion policy The policy was reviewed with the changes inserted that relate to UK law. Line spacing was brought up during the discussion to remain consistent. Action: Clerk to review and amend where necessary. The section titled 'Purpose', the first sentence should insert the words diversity & inclusion, after the word 'equality'. Action: Clerk to action. To respectfully listen to the opinions that are different from our own. This was agreed this should be inserted into all bullet point lists of Aims and Objectives for each committee. Action: Clerk to insert new bullet point. Under page 4 of 4 Policy into practice, a few items need to be removed from the list, as follows; In line with government guidance, encourage voluntary organisations to provide evidence of their commitment to equality, diversity and inclusion in terms of their personnel policies and delivery of their services, as a criterion in determining the award of grant aid from the council. Action: This section needs to be discussed by the Finance committee, as they review the grants policy. Use socio-economic data to ensure compliance with the policy, where appropriate. Action: Clerk to remove these two items from the list of 'Policy into practice' section. A separate item that refers to developing a well-defined complaints procedure in dealing with alleged contraventions. This is based on a number of different policies such as Code of Conduct. A proper complaints procedure for this policy or in brackets referring to another policy document. If we don't have a complaints policy a standalone policy will need to be attached to this policy. Action: Clerk to check and available. Complaints procedure for residents to be considered at the next meeting. Cllr EA to send to the Clerk.	EC EC EC EC EC EC/Cllr EA
20250910/08	Sickness Absence The sickness absence policy was discussed that has been issued to members of the staff, refers to the second paragraph under section 16.3 will be paid the Statutory Sick Pay for a maximum of up to 28 days. This should actually read 'up to 28 weeks', as per the government policy that clearly defines the statutory period of time. Action: Clerk to place in green type 'up to 28 days' and in red type 'up to 28 weeks' to show the difference with the updated text. Remove the bold type for the last sentence of this same paragraph, which runs on two separate lines. Action: Clerk to update this text.	EC EC
20250910/09	Fundraising Policy 2022 – 2023 The policy shown refers to the 'Denham Community Charity', which indicates that this should be a separate meeting of the Community Charity trustees to discuss this policy. This policy needs to be deferred until such a time that the parish council decides to carry out any fundraising activities.	

20250910/ 10	Date & Time for Next Meeting Wednesday 12 November 2025 at 7pm Denham Parish Council Offices, UB9 5BN	
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Derek Wilson – Executive Clerk and RFO
15 September 2025

Committee Members:			
Cllr E Austin	Cllr S Williams	Cllr M Heath	Cllr A Hans
Cllr J Walsh	Cllr N Abadjion		