

**Minutes of the meeting of the POLICY & PROCEDURES Committee on
 Wednesday 12 November 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)	
Clerk:	Derek Wilson (Clerk)	# Apologies Received ## Apologies not given

Meeting was voice recorded

Agenda No	Minutes	Actions
20251112/01	Welcome and apologies for absence. Apologies received from Cllr AH and Cllr NA	
20251112/02	Election of Vice-Chair It was agreed to defer this item to FC. The Chair will bring this matter up when the minutes are discussed at the next meeting.	
20251112/03	Minutes of previous meeting – 11 September 2025 Agreed by the members present	
20251112/04	List of DPC Policies to be reviewed The list of policies was reviewed, although the date when adopted is shown, another column should show the review date. The Terms of Reference should also be shown as 'under review', as we are discussing this later in the agenda. This also applies to the Bullying and Harassment policy, Health & Safety policy, so the dates need to change accordingly. Cllr MH advised that it was difficult to make annotations on pdf's and future agendas should go onto Convene. This software package is only on trial to determine whether we are agreeable.	EC EC
20251112/05	Councillor Code of Conduct This should read Code of Conduct, instead of Councillor. The changes are marked in red type, and the communication charter should be at the back not at the front. No.1 Referring to the list 'To use plain English for all verbal and written communication, making sure you are clear and concise.' No.5 on the list should be removed, as it is now part of No.1, as amended. The titles of Communication Charter and Communication Standard should be titled 'Communications'. Throughout this document it refers to Councillors with a capital C and sometimes with a lower 'c'. It should be with a capital C to remain consistent throughout all policy documents, as it is a name. This also applies to the word	EC EC EC

	Clerk and page numbering needs to be placed on the separate policy documents. The policies should be sent around in Word format in 'Draft'. They could be placed in 'Read Only' format. A master copy is kept in the office, then any changes made could easily be identified. The principle of the Code of Conduct will then have individual appendixes. Appendix B Employee Code of Conduct, Appendix C Equality, Diversity and Inclusion, Appendix D Bullying & Harassment. The front page will then be re-positioned to the rear of these policies. Line spacing should be removed whenever possible to reduce the number of pages. The changes to the text are highlighted in red type, these may include insertions made by DPC or made through legislation regulation amendments. Within the Code of Conduct 4.1a – should remove the words 'by anyone' Each appendix should be indexed with reference given to the page numbering for ease of reference.	EC EC EC EC EC EC EC
20251112/06	Employee Code of Conduct – Appendix B See above	
20251112/07	Equality, Diversity & Inclusion Policy – Appendix C The changes to the text highlighted in red type are legislation regulation amendments. Page 5 of the Equality, Diversity and Inclusion policy needs to be removed, as it is a blank page.	EC
20251112/08	Bullying and Harassment Policy – Appendix D Bullying and Harassment policy is still showing as the previous year instead of the current year 2025/26. Line spacing needs to be reviewed within this document, along with any symbols that may have been added during the conversion from pdf to Word format.	EC
20251112/09	Terms of Reference for Committees Policy The Terms of Reference policy needs to be dated 2025 – 2026. Line spacing needs to be consistent across all policies. Remove point 4 from the terms that relate to Date, Time, Location of meetings, as these are diarised at the beginning of each year. Committees have the flexibility to decide the above, dependent on Councillors availability. The wording needs to be reviewed and sent to members to confirm their acceptance. Section 10 refers to working parties and sub section b advises that they should be task specific and report to Full Council. In some cases, Biodiversity reports to Services, whereas the Neighbourhood Plan Steering Committee reports to Planning and Full Council. The final part of the sentence should read report to Full Council, and or relevant Committee.	EC EC EC EC

	Section 12 Public Participation the sentence should add the following text after public and press, unless the meeting goes into Part 2. Remove the border formatting.	EC EC
20251112/ 10	Health and Safety Policy This policy needs to be updated with a new date. Item 1 Introduction remove the wording about the good neighbour's scheme. This no longer applies, so remove bullet point 7 from this introduction. Remove the paragraph starting with the Parish Council employs... The current areas for consideration refers to the office personnel, above this it should read, 'This is to be read in conjunction with our risk assessment policy.' Hazards identified Remove the first sentence starting 'The main hazard'..... The first paragraph should be re-written to read the following; The Clerk is responsible for: • Ensuring risk assessments are in place • Safety checks are completed • Office is operated in a sensible and safe manner • Ensuring all electrical equipment including anything that belongs to the handyman is PAT tested once a year The instant hot water boiler in the kitchen is also a potential hazard with boiling water. Staff and Councillors are familiar with its use and is not available by members of the public. The Administrator checks the First Aid box, which should be changed to The Clerk checking. Any accidents incidents or near misses must be recorded in accident book and reported to the Clerk, and Chair of Council. Street Lighting – The current contractor for emergency works should be reported to the Clerk.... Under the Play Areas – The play areas are inspected by the handyman once a week and issues reported to the Deputy Clerk. The Handyman inspects the play area equipment..... To remove this paragraph. The Handyman submits a weekly safety check sheet to the Deputy Clerk. Any deficiencies are reported to the Deputy Clerk Immediately. Insurance – The first part to remain and to insert the additional Insurance to cover Cyber Security Insurance through Coalition. Under Smoking that ban smoking/ vaping E-Cigarettes in public buildings and only to be smoked within designated outdoor places.	EC EC EC EC EC EC EC EC EC EC EC EC EC EC EC EC EC EC

	Under the paragraph, smoking is prohibited, a comma should be inserted between Councillors and residents on the last sentence. Between Smoking and Fire subheadings a 'General Hazard' sub heading should be inserted. The first paragraph under Fire, should be relocated to this new subheading. This should be listed as No.5 point. Under Fire Remove the word 'some' so it starts Firefighting equipment.... Remove the last sentence from this paragraph. The question of the Fire Alarm for the office will need to be discussed with DVMH as our Landlord to confirm the ability to test the system. Employees must ensure (last paragraph), should be ended with, and maintained once a year. We need to check with Susan the instructions for the fire alarm System. Send an email communication. We need to do refresher training on Fire Safety on how to handle an electrical fire with the appropriate Fire Extinguisher. Training needs to be organised for the office staff, and to check on the First Aid training course. No.6 - Non-Compliance – Non-compliance with this policy..... Also, insert No trip Hazards, Fire Blanket and organize PACT Testing once a year. Fire Exit signage needs to be placed above exit doors	EC EC EC EC EC EC EC EC EC
20251112/ 09	IT Policy – The Way Forward The Chair highlighted the issue that some Councillors do not have Emails on the telephone and are reliant on them looking at their tablets. The issue is personal mobile telephones can be hacked into, whereas there is more security applied to Denham issued tablets. The Clerk referred to 'Assertion 10', which will be coming out next year that relates to Data Protection. This new regulation requires Parish Councils to have gov.uk address and we cannot send communications to gmail or private email addresses. The only way around is to issue DPC mobile telephones with additional security to protect them from being hacked. The issue is the personal laptops will need additional protection to be installed. If they don't want this to happen then they cannot use their personal devices. A discussion then took place about whether we replace the DPC tablets with Laptops. We need to place Assertion 10 on the next Full Council agenda to discuss Data Protection.	EC EC EC EC EC

	NALC have an IT policy that we could use for DPC that might need some adjustment to reflect our particular requirements.	EC
20251112/10	Employee Handbook A discussion took place about having a separate employee handbook, although this is a duplication of what we already have prepared for Audit. The one folder that we have is to separate the policies that apply to Councillors and one for staff.	EC
20251112/10	Date & Time for Next Meeting Wednesday 14 January 2026 at 7pm Denham Parish Council Offices, UB9 5BN	

Meeting concluded at 9pm

Derek Wilson – Executive Clerk
18 November 2025

Committee Members:			
Cllr E Austin	Cllr S Williams	Cllr M Heath	Cllr N Abadjian
Cllr A Hans			

Amendments to minutes dated	
Agenda No	Title