

Minutes of the meeting of the **POLICY & PROCEDURES Committee on
 Wednesday 14 January 2026 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
20260114/01	Welcome and apologies for absence. Cllr A Hans	
20260114/02	Election for Vice-Chair This item will be deferred to the next meeting	
20260114/03	Minutes of previous meeting – 12 November 2025 The minutes were agreed at Full Council 8 December 2025	
20260114/04	Information Technology Policy The committee reviewed each page of the document that has been supplied by NALC to reflect DPC changes. Once the amendments have been made to forward to our IT support company for their views. Our IT support company checks the security on personal devices and to download appropriate software to protect the Council's information. If they don't accept this then a Multi-Factor Authentication (MFA) to be applied. They do not want this MFA to be applied generally to Council owned hardware. The members, having read 15 pages, advised that a document summary is placed at the beginning of the document to make it clear to read.	EC EC EC
20260114/05	Procurement Policy 2026 – 2027 The creation of a working party with representatives from other committees to ensure their views are considered for developing this policy. The members decided that an item is added to each agenda of Services, Communities, Finance and Planning. Each committee should add their views into this Procurement policy and for all these to be collated and discussed at the next Policy & Procedures meeting in March.	EC
20260114/06	Constitution Policy 2026 The Clerk advised that the date had only been changed on this policy. It was noted following the NALC recommendation on Standing Orders that it should be gender neutral, so that Chairman will be changed to	

	Chair (where required).	EC
20260114/07	Associate Member Policy 2026 The Associate Member policy was discussed by the members present with a view to change the following text. Introduction – Associate Membership to Denham Parish Council is open to anyone considering becoming a Parish Councillor. 2 nd bullet point – Capital A & M where Associate Member is referred to. 4 th bullet point – Agenda & Minutes – ‘Apart from Part 2’ text should be inserted.	EC EC EC
20260114/08	Date & Time for Next Meeting Wednesday 11 March 2026 at 7pm Denham Parish Council Offices, UB9 5BN	

Derek Wilson – Executive Clerk
8 January 2026

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

Chairman _____ Dated _____

Amendments to minutes dated	
Agenda No	Title