

**You are summoned to attend the meeting of the **POLICY & PROCEDURES** Committee on Tuesday 31 March 2026 at 7pm in the Parish Council Office, Rear of Memorial Hall, Village Road, Denham UB9 5BN.**

*Members should disclose any Personal or Disclosable Pecuniary Interest.*

**Aims and Objectives:**

- To ensure that the Parish Council has good governance.
- To respectfully listen to the opinions that are different from our own.
- To ensure that there is a framework in place to protect both staff, Councillors and volunteers.
- 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.

| <b>Agenda No</b>   | <b>Agenda Item</b>                                                                                             |
|--------------------|----------------------------------------------------------------------------------------------------------------|
| <b>20260331/01</b> | <b>Welcome and apologies for absence.</b>                                                                      |
| <b>20260331/02</b> | <b>Election for Vice-Chair</b>                                                                                 |
| <b>20260331/03</b> | <b>Minutes of previous meeting – 14 January 2026</b>                                                           |
| <b>20260331/04</b> | <b>Lone Worker Policy</b>                                                                                      |
| <b>20260331/05</b> | <b>Hybrid/Home Working Policy</b>                                                                              |
| <b>20260331/06</b> | <b>Recruitment and Selection Policy</b>                                                                        |
| <b>20260331/07</b> | <b>Biodiversity Policy</b>                                                                                     |
| <b>20260331/08</b> | <b>Date &amp; Time for Next Meeting</b><br>Wednesday 13 May 2026 at 7pm Denham Parish Council Offices, UB9 5BN |

Derek Wilson – Executive Clerk

25 March 2026

| <b>Committee Members:</b> |                 |              |                 |
|---------------------------|-----------------|--------------|-----------------|
| Cllr E Austin             | Cllr S Williams | Cllr M Heath | Cllr N Abadjian |
| Cllr A Hans               |                 |              |                 |