



# Helsby Parish Council

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**19<sup>th</sup> November 2024**

**To: Members of the Policy and Procedures Committee**

**You are hereby summoned to attend a Policy and Procedures Committee meeting of Helsby Parish Council on Monday 25<sup>th</sup> November 2024 at 7.00pm in the parish office at Helsby Community Sports Club for transaction of the undermentioned business.**

**The press and public are welcome to attend. Reports referred to in this agenda are available in advance on request from the Clerk. The Clerk shall record the meeting for the purpose of assisting in taking minutes, following which the recording will then be deleted.**

**Yours sincerely,**

**Claire Jones, Clerk and Responsible Financial Officer**

## **AGENDA**

1. Public Participation. A period of up to 10 minutes for members of the public to ask questions or submit comments.
2. To note any apologies for absence. Apologies should be submitted to the Parish Clerk in advance of the meeting.
3. Declarations of Members' Interests. To receive declarations of personal, prejudicial and pecuniary interests from members relevant to items under discussion at the meeting.
4. Confirmation of Previous Minutes. To receive and confirm the minutes of the Policy and Procedures Committee meeting held on 4<sup>th</sup> December 2023.
5. Clerk's report from the previous meeting.
6. Review of Financial Regulations.
7. To update members on the Clerk's GDPR training sessions and to consider various new/revised documents including the following: data map, Freedom of Information Policy, Publication Scheme, Privacy Notice, Bring Your Own Device Policy, Data Breach Policy and Subject Access Request Policy.

8. To consider the adoption of a new Biodiversity Policy (draft attached).
9. To update the Policy Table and to agree a list of policies to be reviewed at the next meeting, including:
  - Programme for New Councillors (Cllr. Temple)
  - Councillor Induction Pack (Cllr. Temple)
  - Lone Working Policy/Risk Assessment (Clerk)
  - Grievance Procedure (Clerk)
  - Social Media & Electronic Comms Policy (Cllr. Nicklin)
  - Training and Development Policy (Cllr. Temple)
10. To discuss any urgent matters requiring immediate attention – for info only.
11. Date of next meeting – Monday 17<sup>th</sup> March 2025.

Core members of this committee: Cllrs. Temple, Stothard, O’Neill, Nicklin, Branigan and Ellams.

Claire Jones – Parish Clerk - Email: [clerk@helsbyparishcouncil.gov.uk](mailto:clerk@helsbyparishcouncil.gov.uk) Phone: (01928) 726433