

Parish of HIGHAM FERRERS

NOTICE OF MEETING OF COMMITTEE

NOTICE IS HEREBY GIVEN THAT –

A Meeting of the Policy and Resources Committee will be held **via Video Conference** on **TUESDAY** the **THIRTEENTH** day of **APRIL 2021** at **7.30pm** in the evening.

The meeting will be open to the public unless the Council otherwise direct.

Join Zoom Meeting

[https://us02web.zoom.us/j/82421947585?pwd=UVNiNkEvVHNVV0xUbWplNzRxMy9tQT0](https://us02web.zoom.us/j/82421947585?pwd=UVNiNkEvVHNVV0xUbWplNzRxMy9tQT09)

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Meeting ID: 824 2194 7585

Passcode: 089043

Dial by your location

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

+44 208 080 6591 United Kingdom

+44 208 080 6592 United Kingdom

+44 330 088 5830 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 481 5237 United Kingdom

Meeting ID: 824 2194 7585

Passcode: 089043

AGENDA

1. **APOLOGIES**
To receive and accept apologies for absence.
2. **DECLARATIONS OF INTEREST**
To receive Declarations of Interest – Disclosable Pecuniary Interests or Other Interests and the nature of those interests relating to items on the agenda.
3. **MINUTES**
To approve and sign as a correct record the Minutes of the meeting of the Policy and Resources Committee held on 9th February 2021.
4. **PUBLIC FORUM (15 minutes)**
To allow any member of the public to address the meeting for a period of no longer than three minutes each.
5. **REVIEW OF POLICIES**
To review the following policies: -
 - 5.1. Data Protection Policy
 - 5.2. Data Breach Policy
 - 5.3. Management of Records
 - 5.4. Subject Access Procedure
 - 5.5. Statement of Community Engagement.

- 5.6 Training Statement of Intent.
6. **BUSINESS/FORWARD PLAN**
To receive an update on progress with projects and works detailed in the current Business/Forward Plan.
7. **CEMETERY**
To consider a report from the Town Clerk on search for a new Cemetery and the availability of space in the current cemetery.
8. **ANNUAL TOWN MEETING**
To agree a date for the Annual Town Meeting and agree where and how it is to be held.
9. **CCTV**
To review the specification for CCTV in advance of the contract review.
10. **LEGIONELLA**
- 10.1. To adopt a Legionella Management Policy
- 10.2. To receive and note the Risk Assessment.
- 10.3 To appoint the Town Clerk as Responsible Person for legionella.
- 10.4 To appoint the Assistant Clerk as Deputy Responsible Person for legionella.
11. **BUDGETS 2020-22 AND END OF YEAR TRANSFERS**
To consider a report from the Town Clerk
12. **ITEMS TO REPORT**
To report on any items not included on the agenda. No decisions can be taken under this item.
13. **DATE OF NEXT MEETING.**
15th June 2020

Signed
Sandra Mitcham
Town Clerk (BA (Hons), FILCM
6th April 2021