

Minutes of Mudford Parish Council's Governance and Resources Committee Meeting held on Thursday 14th May 2026 at 11:30 a.m., Mudford Village Hall, BA21 5TE

Present – Councillors (Cllrs): Dave Brown (Chair), Jo Dalton-Leggett, Peter Blackwood and member: Kay Mackenzie.

In attendance: Petra Galloway – Parish Clerk/RFO.

11:30 – Meeting started.

GR26/01 To receive and consider apologies for absence and approve the reasons (LGA 1972 s 85(1)).

All members were present.

GR26/02 To receive Declarations of Interests.

No declarations of interest were received.

GR26/03 To receive Public Comments.

No members of the public were present.

GR26/04 To review and agree core policies for adoption by the council:

- i. Standing Orders
- ii. Financial Regulations
- iii. Code of Conduct
- iv. Internal Controls
- v. Governance and Resources Terms of Reference
- vi. Scheme of Delegation
- vii. Complaints Policy
- viii. Communications Policy
- ix. Health and Safety Policy
- x. Publication Scheme

RESOLVED: The committee reviewed and agreed the policies for the council's adoption at the meeting to be held on 28th May 2026, except for the Internal Controls Policy, which it recommends be reviewed in June or July, once the Scribe Accounting Software is in use, so that this can be reflected in the policy.

GR26/05 To review and agree data policies for adoption by the council:

- i. Accessibility Statement
- ii. Data Protection Policy
- iii. Freedom of Information Policy
- iv. Privacy Notice
- v. Privacy Policy for Website Users
- vi. Privacy Notice (Mudford Cemetery)

RESOLVED: The committee reviewed the policies and agreed a new Data Protection Policy which, if approved by the council, would replace the previous version of the policy and render the existing Privacy Notice obsolete. The committee also agreed that the Privacy Notice for the Cemetery should be renamed the Cemetery Privacy Notice. The Accessibility Statement, FOI Policy, and Privacy Policy for Website Users were also agreed.

GR26/06 To agree a new Disciplinary Procedure and an Expenses Policy (including expenses claim form) for adoption by the council.

RESOLVED: The committee agreed the new Disciplinary Procedure, the new Expenses Policy, and the Expenses Claim Form, for the council's adoption at the meeting to be held on 28th May 2026.

GR26/07 To agree a new version of Document Retention and Disposal Procedure for adoption by the council

RESOLVED: The committee agreed the new Document Retention and Disposal Procedure for council's adoption at the meeting to be held on 28th May 2026.

GR26/08 To receive and consider the Internal Auditor's report and agree any recommendations to the council.

RESOLVED: The committee discussed website accessibility and how it was assessed by the auditor. It was noted that the auditor used (after the audit was carried out) a different accessibility check, in which the council received a higher score. GDPR training will be recommended to the council.

GR26/09 Exempt Session – Exclusion of the Press & Public.

The committee is recommended to resolve that under section 1, paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

RESOLVED: The committee agreed to exclude the public and press to discuss employment matters (no members of the public were present).

GR26/10 To carry out the annual appraisal of the Parish Clerk/RFO including:

- i. Review of performance and achievements
- ii. Review of hours, workload, and role
- iii. Agree training and development needs
- iv. Agree objectives for the coming year
- v. Agree any recommendations to the council

RESOLVED: The committee carried out the annual appraisal of the Parish Clerk/RFO. The committee agreed SMART goals and recommendations to the council.

GR26/11 To review councillor's training needs.

RESOLVED: The committee will recommend GDPR training for councillors and staff to the council.

GR26/12 To agree items for the next agenda.

RESOLVED: No items were agreed.

GR26/13 To agree the date of the next meeting.

RESOLVED: The committee agreed that the exact date will be confirmed later, but it is likely to be in November 2026.

13:09 – Meeting ended.