

**Notice of a Mudford Parish Council's
Governance and Resources Committee meeting**

Dear members,

You are hereby summoned to attend the following:

Meeting of: **Governance and Resources Committee**
Time: **11:30**
Date: **Thursday 14th May 2026**
Venue: **Mudford Village Hall, BA21 5TE**

P. Galloway

Petra Galloway
Parish Clerk
6th May 2026

The following members are summoned to attend:

D. Brown (Chairman), J. Dalton-Leggett, P. Blackwood and K. Mackenzie.

Equality Act 2010

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, and any disability), Gender Equality, Crime & Disorder, Biodiversity, Health & Safety and Human Rights.

Recording of Council Meetings

The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

Any member of the public wishing to record or film proceedings must let the Chairman of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e., clearly visible to anyone at the meeting), but non-disruptive. This permission does not extend to private meetings or parts of meetings which are not open to the public.

Members of the Public and Press are invited to attend all Council Meetings (Public Bodies (Admission to Meetings) Act 1960).

Governance and Resources Committee will be discussing all the items listed below: The agenda specifies the business that it is proposed to transact (Local Government Act 1972 Sch 12, para 10 (2)(b)) and the committee cannot lawfully decide any matter which is not specified in the agenda (Longfield Parish Council v Wright (1918) 88 LJ Ch 119).

AGENDA

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

GR26/02 To receive Declarations of Interests. Members to declare any interests, including any Disclosable Pecuniary Interests, they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct, and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s 33 (b-e). (NB this does not preclude any later declarations).

GR26/03 To receive Public Comments.

This section is at the Chairman's discretion and may last up to 15 minutes.

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

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)

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

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

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

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

GR26/11 To review councillor's training needs.

GR26/12 To agree items for the next agenda.

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

End of Agenda