

Clerk to the Council
Mrs. D Taylor-Pitkin

Office Opening Hours:

Monday	CLOSED
Tuesday	10:00 – 14:00
Wednesday	10:00 – 14:00
Thursday	10:00 – 14:00
Friday	CLOSED

Porlock Parish



Council

Contact Details:
Parish Office
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Porlock, Somerset.
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<https://porlockparishcouncil.org>

Notice of Meeting of the Policies and Documents Committee for Porlock Parish Council

For the Attention of: Councillors L Allenby, I Fraser, D Stanyon & C Wood

You are hereby summoned to attend the following meeting:

Meeting of.... Policies & Documents Committee of Porlock Parish Council
Time.... 10:00am
Date.... Tuesday 21st June 2022
Place.... Parish Room, Old School Centre

In order to comply with the latest Government Legislation and to ensure the Health & Safety of the Members and Officers of the PPC, if you would like to attend this meeting as either public or press please advise the Clerk by email: porlockpc@gmail.com or telephone 01643 863350.

Dated: 14th June 2022

AGENDA

D Taylor-Pitkin

Clerk to the Parish Council

1. Apologies.
2. Declarations of Interest and Disclosable Pecuniary Interest Dispositions.
3. P & D Committee to appoint a Chairman.
4. To review and RECOMMEND to Full Council Draft Model Standing Orders.
Provided draft supported by both SALC & NALC.
5. To review and RECOMMEND to Full Council Draft Model Councillor Code of Conduct.
Provided draft developed by LGA and supported by SALC & NALC.
6. To review and RECOMMEND to Full Council Draft Grant Policy and Application form.
7. Committee to consider further policies or documentation for review and RECOMMENDATION to Full Council:
 - GDPR Policy & Supporting Forms
 - PPC Complaints Policy
 - Equal Opportunities Policy
 - Use of CCTV policy
 - Member & Officer Protocol



8. To confirm a date for the next P&D Committee Meeting.

PPC Polices & Review Date:

POLICIES

Policy on Audio/Visual Recording & Photography at Council Meetings
Accessibility Statement
Financial Regulations
Finance Committee Terms of Reference
Co-Option Policy and application form
Staffing & HR Committee Terms of Reference

LAST REVIEWED

12th May 2021
20th January 2021
12th August 2020
08th July 2020
10th March 2021
13th October 2021

Policy & Documents Committee Members:

**Cllr. Allenby,
Cllr. Fraser,
Cllr. Stanyon,
Cllr. Wood.**

