

MEMBERSHIP

H. Darley
J. Goldstone
R. Harrison
C. Roberts
A. Baker – ex-officio
S. Rymer – ex-officio



**AGENDA
PROCEDURES COMMITTEE MEETING
TO BE HELD ON TUESDAY 19th May 2026**

To all Members of the Procedures Committee, I hereby give notice that a Meeting of the Procedures Committee will be held at in the Barker Room, Community Centre on Tuesday 19th May at 7.15pm. All Members of the Procedures Committee are hereby summoned to attend for the purpose of transacting the following business. The public and press are cordially invited to be present.

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|-------------|--------------|---|
| PR01 | 26/27 | To note election of Chairman |
| PR02 | 26/27 | To elect a Deputy Chair |
| PR03 | 26/27 | To accept apologies for absence |
| PR04 | 26/27 | Declaration of Interest in Items on the Agenda |
| PR05 | 26/27 | To approve the Minutes of the Procedures Committee meeting held on the 31st March 2026 |
| PR06 | 26/27 | Clerks/Chairman's Report |
| PR07 | 26/27 | To agree to adjourn the meeting for Public Participation, if members of the public are present – there is a 5-minute time limit |
| PR08 | 26/27 | To agree to reconvene the meeting following Public Participation |
| PR09 | 26/27 | To consider and agree any changes to the Terms of Reference for Committees. |
| PR10 | 26/27 | To consider and agree the following policy documents for 2026/27 <ul style="list-style-type: none">- Data Protection Policy- Privacy Policy- Privacy Notice for various platforms- Terms of reference for Citizen Awards- Grants Sub-Committee Terms of Reference- IT Policy- Code of Conduct |
| PR11 | 26/27 | Any other matters |

PR12 26/27 Date of next meeting 29th September 2026

These are the Agenda items as at 14th May 2026

Vanessa Lawrence

**Vanessa Lawrence
TOWN CLERK**