**Swerford Parish Council**

**Parish Council Committee Extraordinary Meeting**

**Thursday 28th March 2024 at 19:30 hrs**

**Swerford Village Hall**

**DRAFT MINUTES**

**Present: Jarvis Morley (clerk), Nick Davies (chairman), Jonathan Drinkwater, Jill Tinsley, Roger Huyton (councillors).**

1. Declarations of Interest. **None.**
2. Apologies for absence. **Leonard Tustian.**
3. Code of Conduct. **Noted**.
4. To review the Risk Management Scheme. **Actioned.**
5. To adopt a Retention of Records Policy. **Actioned.**
6. To add Roger Huyton as a Unity Trust signatory. **Actioned.**
7. To adopt a Data Protection Policy. **Actioned.**
8. To review Effectiveness of internal control. **Actioned.**

Jarvis Morley, Parish Clerk 3 April 2024