

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