

**CHORLEYWOOD PARISH COUNCIL**

**MEETING OF THE POLICY & RESOURCES COMMITTEE MEETING**

**TUESDAY 20<sup>th</sup> SEPTEMBER 2011**

**8.00 PM COUNCIL CHAMBER, SOUTH LODGE, RICKMANSWORTH ROAD**

Notice is hereby given that there will be a meeting of the **Policy and Resources Committee** for the purpose of transacting the business set out in the agenda below and you are hereby summoned to attend:

12<sup>th</sup> September 2011

Yvonne Merritt  
**Clerk of the Council**

**MEMBERSHIP:**

**Chairman: Mrs A Hayward**

**Councillors: T Edwards  
Mrs M Jarrett  
R Kipps  
Mrs L Sutherland  
S Watkins  
Mrs J White  
Mrs J Worrall**

**AGENDA**

**1. APOLOGIES FOR ABSENCE**

**2. DECLARATION OF INTEREST**

**3. APPROVAL OF MINUTES**

**Enc**

If so resolved to confirm the Minutes of the Meeting of the Committee held on Tuesday 19<sup>th</sup> July 2011.

**4. MATTERS ARISING FROM THE MINUTES**

To update any items, which may be raised, arising from the Minutes of the Meeting of 19<sup>th</sup> July 2011, which will not be covered within the course of this Agenda.

**5. FINANCIAL COMPARISON STATEMENT 2011/12**

**Enc**

To consider the current financial position of this Committee.

**6. DOCUMENT RETENTION POLICY**

**Enc**

To consider the attached report

**7. HEALTH AND SAFETY UPDATE**

**Enc**

To consider the attached report

**8. WEBSITE AND EMAILS**

**Enc**

To consider the attached report

**9. COUNCILLOR TRAINING**

To consider training date for the Four Year Vision which can be delivered at the Parish Office on week commencing 14<sup>th</sup> November 2011 at a cost of £250.00

**10. THE QUEEN'S DIAMOND JUBILEE**

**Enc**

To consider the attached report

**11. PROPOSED RENEWAL OF TELEPHONE SYSTEM**

**Enc**

To consider the attached report

**12. INTERNAL AUDIT REVIEW OF CEMETERY PROCEDURES**

**Enc**

To consider the attached procedures and supporting documents sent under separate cover.

**13. CLOSURE**