

MEMBERS OF  
**SOMERSHAM PARISH COUNCIL**  
**Personnel and Governance Committee**

**ARE SUMMONED TO THE NEXT MEETING**

**In the Norwood Room, The Norwood Building, Parkhall Road, PE28 3HE**

**On Thursday 31<sup>st</sup> July 2025 at 10.00 am**

[www.somersham-pc.gov.uk](http://www.somersham-pc.gov.uk)

**AGENDA**

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This meeting shall be closed under the **Public Bodies (Admission to Meetings) Act 1960 S1(2)**

A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

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1. To Accept Apologies.
2. To Approve the Minutes of 2<sup>nd</sup> June 2025.
3. To Adopt and Review the following policies: -
  - a. Adopt new IT Policy
  - b. Review Policy Statement on Disability (last reviewed 2016)
  - c. Review Archive Retention Policy (last reviewed 2016)
4. To Discuss updating the format of the Councillor quarterly risk assessments.
5. To Review the Lengthsman's job description – amendments to include cleaning duties at the Norwood Building.
6. To Agree to support the Administrator with paid study time for the next three years whilst he undertakes a university degree, and review working hours to support his study.  
(Document sent to support the application.)
7. To Accept Notices & Matters for the next Agenda  
Please note that no decisions can lawfully be made under this item. LGA 1972 s12 10(2) (b) states that business must be specified; therefore, the Council cannot lawfully raise matters for discussion.

**Signature Mrs I Healiss 16<sup>th</sup> July 2025**

Irene Healiss, Executive Officer The Norwood Building, Parkhall Road, Somersham PE28 3HE