WITTERING PARISH COUNCIL

www.witteringparishcouncil.com

Parish Clerk:

Ruth Demagalski
Wittering Parish Council
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All Members of the Policy & Procedures Subcommittee are hereby summoned and required to attend a meeting at 19.00 on Monday, 09 November 2026 in the Bowls Club Pavilion, Wittering, PE8 6BD

AGENDA

Item No	
26(11)01PP	**In Attendance and Apologies for Absence**
26(11)02PP	**Declaration of Interest**
26(11)03PP	**Appointment of Chair** for subcommittee to be proposed, seconded and agreed.
26(11)04PP	**Terms of Reference:** With only 3 members in the subcommittee, discuss and agree requirement to recruit another Councillor to the subcommittee to try and ensure we meet the quorum of 3 voting members.
26(11)05PP	**Review and approve the following policies / procedures /documents:** Standing Orders – *please refer to existing document on WPC website* Code of Conduct – *please refer to existing document on WPC website* Financial Risk Assessment Financial Regulations Fixed Asset Policy Asset Register Revised Reserves Policy
26(11)06PP	**Correspondence:** Please refer to website for published Standing Orders and Code of Conduct **Circulated documents:** Financial Risk Assessment (draft) Financial Regulations (CAPALC Template) Asset Register (draft) Fixed Asset Policy (draft) Reserves Policy (Revised)
26(11)06PP	**Date of Next Meeting** (time and location to be advised)

Ruth Demagalski, Wittering Parish Clerk and Responsible Finance Officer