

# WEXHAM PARISH COUNCIL

Minutes of the Policy meeting on Tuesday 3<sup>rd</sup> February 2026 at Harvey Memorial Hall  
George Green at 3.30 p.m.

**Present:** Mr Pearce, Mr Phipps , Mr Spring and Mrs Galvin, Clerk

## 1. Apologies

received from Ms Yiasoumi

## 2. Declarations of interest

none

## 3. Appointment of Chairman

It was agreed that Mr Spring would Chair this meeting.

## 4. Legislative guidelines

Mr Spring advised that guideline for Good practice and assertion 10 has been received from NALC and BMKALC. We should be looking to proportion these to ourselves.

## 5. General discussion

### various matters discussed:

1. A sample of an IT Policy was produced and a copy handed to Councillors present. A draft copy for Wexham Parish Council had been prepared and handed to Councillors. It was agreed that this document would be recommended at the next parish meeting.
2. Referring to no. 7 e-mail communications, it was agreed that a register should be kept of any possible phishing or malware threats.
3. List of policies required had been prepared for the meeting and handed out to Councillors , some appearing on our website were added to the list (as attached) and it was agreed that the updates/format would be worked on in the coming months. It was noted that when our website was set up the provider added some policy suggestions.
4. Re Assertion 10 it was suggested that details of any payment made by the Council over £100 should be published. A specimen chart was produced for the January payments for information but it publishing them was deemed not necessary.
5. Register of Assets was discussed and this was placed on the policy list under Assets Register to be worked on.

## 6. Recommendations

1. IT Policy be agreed by Councillors.
2. Work in progress updating/formulating current and missing policies.
3. Not publish list of monthly payments over £100 but supply list if requested.
4. Prepare register of any reported phishing or malware threats and any action taken.

## 7. Any other business

None

Meeting closed 4.15 pm

