



# POLICY AND RESOURCES COMMITTEE MEETING

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**DATE** 18 DECEMBER 2024    **TIME** 09:00AM    **VENUE** SALISBURY GARDENS

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**To:** ALL MEMBERS OF VENTNOR TOWN COUNCIL POLICY AND RESOURCES COMMITTEE

YOU ARE HEREBY SUMMONED TO ATTEND A MEETING OF THE VENTNOR TOWN COUNCIL POLICY AND RESOURCES COMMITTEE TO BE HELD ON **WEDNESDAY 18<sup>TH</sup> DECEMBER 2024** AT SALISBURY GARDENS, DUDLEY ROAD, VENTNOR, ISLE OF WIGHT, PO38 1EJ, COMMENCING AT **09:00AM** FOR THE PURPOSE OF TRANSACTING THE BUSINESS AS SET OUT IN THE AGENDA BELOW.

**SIGNED** 

**Dated** 12<sup>th</sup> December 2024

KATHERINE BURDEN, TOWN CLERK  
1 SALISBURY GARDENS, DUDLEY ROAD, VENTNOR, ISLE OF WIGHT, PO38 1EJ  
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## AGENDA

ITEM	SUBJECT	PURPOSE
<b><i>A PUBLIC FORUM FOR UP TO 30 MINUTES</i></b>		
1)	APOLOGIES FOR ABSENCE	RECORD
2)	DECLARATIONS OF INTEREST	RECORD
3)	MINUTES OF THE MEETING HELD ON 11 NOVEMBER 2024	APPROVAL
4)	POLICIES REVIEW	PAPER A – TO FOLLOW DECISION

TO REVIEW THE FOLLOWING POLICIES FOR RECOMMENDATION TO THE TOWN COUNCIL FOR DECISION:

- Adult Safeguarding Policy
- Data Protection Policy
- Document Retention and Disposal
- Health and Safety Policy
- Lone Working Policy
- Publication Scheme
- Redundancy Policy
- Safeguarding Young People Policy
- Sickness Absence Policy
- Scheme of Delegations
- Social Media Policy
- Social Media Policy for Councillors
- Staff Structure
- Standing Orders
- Volunteer Policy

5) COMMUNICATIONS DISCUSSION

TO DISCUSS THE METHODS OF COMMUNICATION USED BY VENTNOR TOWN COUNCIL INCLUDING SOCIAL MEDIA, VENTNOR TOWN COUNCIL WEBSITE AND NOTICE BOARDS, NEWSLETTER

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6) EXCLUSION OF PUBLIC AND PRESS

In view of the confidential nature of the following items:

**It was resolved under the Public Bodies Admissions to Meetings (1960) Act:** to exclude the Public and Press whilst the next items are under discussion as they are of a confidential nature.

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7) ANNUAL REVIEW UPDATE OF STAFF PAPER B - TO FOLLOW INFORMATION

TO GIVE AN UPDATE OF PERFORMANCE DEVELOPMENT REVIEWS FOR VTC STAFF.

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8) SICKNESS AND ABSENCE REVIEW PAPER C – TO FOLLOW INFORMATION

TO GIVE AN UPDATE ON THE SICKNESS AND ABSENCE RECORDS FOR VTC STAFF.

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9) TOWN CLERK’S PROBATION PAPER D DECISION

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10) POLICY AND RESOURCES BUDGET DISCUSSION

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11) DATE OF NEXT MEETING INFORMATION

MONDAY 13 JANUARY 2025 AT 9AM

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