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**To: Cllrs C Withers (Chairman), H Mallinder, and K Wyer**

You are hereby summoned to attend **a virtual meeting** of Combe Martin Parish Council Audit Committee, which will be held at **7pm** on **Thursday 3 September 2020, using the Zoom platform to provide video and audio conferencing** for the purpose of transacting the following business.

Members of the public are welcome to attend the meeting and, to do so, must notify the Clerk of their request at least the last working day before the meeting and provide an email address or telephone number for the Zoom platform.

In accordance with the Public Bodies (Admissions to Meetings) Act 1960 members of the public are welcome to attend. This meeting may be recorded.

Prayers will be said before the commencement of the agenda items. Anyone not wishing to be present at Prayers will be advised that they are about to start and may ask to be put in the virtual waiting room.

**Parish Clerk**

Date of issue: 28 August 2020

**AGENDA**

1. **Apologies**

(Please make any apologies known to the Clerk)

1. **Declarations of interest**

To receive declarations of personal interests and disclosable pecuniary interests (DPIs) in respect of items on this agenda. Members are reminded that all interests:

* Should be declared at the beginning of the meeting.
* Should be declared prior to the item being discussed.
* Must be declared on the “Register of Interests”, form at the meeting, when making a declaration. (Form available at the meeting).

1. **To consider any requests for dispensations**
2. **Minutes**

To review the minutes of the last Audit Committee Meeting held on Wednesday 27 May 2020 and any actions therefrom.

1. **Standing Orders**

To consider the revised version of standing orders for the Parish Council, which reflect the 2018 National Association of Local Council’s (NALC) Model Standing Orders with a view to recommending adoption by full Council.

The NALC model standing orders 2018 reference new legislation introduced after 2013 when the last NALC model standing orders were published.

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements.

1. **Review of CMPC policies**

To carry out a review of the following policies to ensure they are legally compliant and up-to-date, and recommend any changes to full council:

1. Safeguarding Policy & Procedure.
2. Disciplinary Rules & Procedure, & Grievance Procedure.
3. Data Protection Policy & Addendum.
4. **To confirm the proposed date of next Audit Committee meeting.**

Virtual Audit Committee meeting - Wednesday 2 December 2020.