

**MINUTES OF THE EXTRAORDINARY MEETING OF DENHAM PARISH COUNCIL**  
**Held on 12<sup>th</sup> August 2025 at Denham Village Hall**

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**Present:** Cllrs T Farrow, J Klass, R Gilmore and 3 Trustees of Denham Community Council J Gilmore, K Jane and N Farrow

Item	Description
1	<p><b>Election of Chair following the resignation of Duncan McGregor</b></p> <p>The Council wished to note it's thanks to Duncan for his service to the Council over several years. Cllr Klass confirmed that he did not have the capacity to take over as Chair and asked if other Cllrs wished to express an interest in taking on the role. Cllr Farrow confirmed that she was willing to stand and was nominated by Cllr Klass and seconded by Cllr Gilmore. Cllr Farrow then welcomed everyone to the meeting.</p>
2	<p><b>Apologies for absence:</b></p> <p style="padding-left: 40px;">a. Councillors to receive any apologies for absence.</p> <p style="padding-left: 80px;"><b>Apologies were noted from Cllr Marriott</b></p> <p style="padding-left: 40px;">b. Councillors to vote on acceptance to accept apologies for absence.</p> <p style="padding-left: 80px;"><b>Apologies accepted</b></p>
3	<p><b>Declarations of Interest and Dispensation considerations:</b></p> <p style="padding-left: 40px;">a. To receive any Councillors' Interests in subsequent agenda items and to note any additions and/or deletions to the Councils Register of Interest.</p> <p style="padding-left: 80px;"><b>Cllr Farrow noted her current position of acting Treasurer to Denham Community Council, as previously declared.</b></p> <p style="padding-left: 40px;">b. To receive and consider any requests for dispensations.</p> <p style="padding-left: 80px;"><b>None requested.</b></p>
4	<p><b>Denham Village Hall</b></p> <p><b>To agree and sign the amended Occupational Licence with DCC to run the Village Hall</b></p> <p>It had become clear since the last Parish Council meeting that the insurance clause in the licence could not be fulfilled by Denham Community Council, as written. The licence had therefore been amended, with advice from SALC and CAS, to confirm that Denham Parish Council would insure the building, including the fixtures and fittings and Denham Community Council would insure their contents and ensure that public liability and all planned activities were adequately covered. The Trustees of the Community Council confirmed that they were happy with the licence as written and therefore this was accepted by all Cllrs present. It was agreed that both parties would ensure that adequate</p>

	insurance be put in place by both parties and that the licence should be set up for signature via DocuSign. All 3 trustees of the Community Council wished to be listed as signatories and Cllr Farrow and Cllr Klass would sign on behalf of the Parish Council. This would be put in place by the 20 <sup>th</sup> of August, and the utilities would also transfer on that date.
5	<b>Governance</b> Denham Parish Council agreed that the insurance from Lycett's should remain in place until a quote had been received to add the Hall to the Parish Council's existing insurance with Ansvar. It was agreed that the current insurance cover was adequate until this could be reviewed at the next parish Council Meeting. Denham Community Council confirmed that they would confirm their insurance and ensure that the required statement of interest was included.
11	<b>To note the date of the next Parish Council meeting being 16<sup>th</sup> September 2025.</b>
12	<b>The meeting closed at 08:05 pm</b>