DRAFT Minutes of the Procedures Review and Health & Safety Committee meeting held on 5th November 2024 at 7.30pm, in the Parish Office.

Present: Cllr A Mills (in the Chair), Cllr M Booth, Cllr C Haycock, Cllr P Alker, Cllr G Gregory, CSO, M Farmer and Chief Officer J Cooper

Public Open Forum - 5 minutes maximum
None present.

1 Receive apologies and record absences.

Apologies had been received from Cllr Payne, Cllr Ingram and Cllr Beswick

2 To record any declarations of interest.

Cllr Alker declared an interest as the Health and Safety representative of GLEAN.

3 To receive and confirm the minutes of the last meeting held on 27th June 2024

The minutes were approved as a true and accurate record.

4 To consider any matters arising not elsewhere on the agenda

Cllrs Mills and Gregory would meet to discuss adding the external areas of the Grosvenor Centre site to the Risk Assessment list.

5 To approve changes to the Terms of Reference for other committees

Changes made to Terms of Reference for Grosvenor and Events Committee, Resources and Personnel Committee and GG's Youth Club Committee were approved.

Open Spaces and Burial Ground Committee will review the updated Terms of Reference at its next meeting.

It was agreed there are no changes required to the Terms of Reference for both Best Kept Village Working Group and Gnosall Tow Path Restoration Working Group.

6 To set dates for the next Risk Assessment Inspections and consider any actions required

Risk Assessments for The Grosvenor Centre (Fire and General), Handyman Store, Outside Container, Cellar, Play Areas and GG's Youth Club had been carried out in July 2024. The next inspections would be held in January/February 2025.

The Christmas Lights Switch on Risk Assessment would be carried out prior to the switch on event on 30th November however it was noted that improved lighting on the outside of the center and attendance of Gnosall First Responders had been arranged for this year's event.

7 To accept the updated Financial Regulations

A thorough review of the Financial Regulations had been carried out and updated in line with NALC's recommended regulations. This had been an extremely time-consuming exercise for which Cllrs Gregory and Booth were thanked.

Significant changes to the regulations were discussed and appropriate wording agreed which would be included in the new regulations and mirrored in the Council's Standing Orders when they are reviewed in January 2025.

Subject to amendments discussed at the meeting, the new Financial Regulations were approved and would be presented to Council at its next meeting on 11th November.

8 To review the following policies - Grant Awarding, Metal Detecting, Virtual Meeting and Fire Risk Assessment

The policies had been reviewed and it was agreed no changes were deemed necessary to any of them.

9 To agree the date and time of the next meeting

To be confirmed.