DRAFT - Minutes of the Procedures Review and Health & Safety Committee meeting
held on 3rd March 2025 at 7.30pm, in the Parish Office.

Present: Cllr Gregory (in the Chair), Cllr M Booth, Cllr C Haycock, Cllr P Alker, CSO M Farmer.

Public Open Forum - 5 minutes maximum
None present.

1 To elect a Chair for the reminder of the council year.

Cllr C Haycock put his name forwarded and was seconded by all present.

2 To receive apologies and record absences

Cllr J Beswick

3 To record any declarations of interest.

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

4 To receive and confirm the minutes of the last meeting held on 5th November 2024

The minutes were approved as a true and accurate record.

5 To consider any matters arising not elsewhere on the agenda

Cllr Mills and Cllr Gregory agreed to meet to discuss adding the external areas of the Grosvenor Centre site to the Risk Assessment list. Cllr Mills resigned before this took place. Cllr Gregory assessed this with the new caretaker, and they decided this was not necessary.

6 To set dates for the next Risk Assessment Inspections and consider any actions following recent inspections of:

a) Grosvenor Centre: - inspections completed last week by CSO Farmer, Cllr Alker and new dept caretaker Jon Cooke.

Hatching has been completed.

Chairs and signage for chair store safety completed.

Risk assessments completed last week.

Cracked terracotta tiles around the doormat frame which needs attention and doormat needs replacing. In hand with handyman and box of spares is in stock.

Hot water signs completed.

Mains water pressure to be looked at by handyman as he is plumber also and hopefully be reduced.

Fire risk assessment has been completed. Pac testing was completed.

Fire extinguishers/ blankets are being checked next week and a spreadsheet done.

First aid boxes added to inspections and in date and comply with guides.

Query over accident book, held in office.

Conditions of hire to be updated between Cllr Gregory, Cso Farmer and Jon Cooke.

Actions: - to be completed, parish office, outdoor areas, youth club and handyman store and new template for the library going forward.

Date set for looking at a general inspection of Youth club, Library and external areas set for the 17th April at 2pm with Cllr Gregory and Cllr Alker, with a view to drawing up a risk assessment which covers youth club and library as it's a shared building and another for external areas.

Another date to be agreed with Jon and Cllr Gregory for handyman store and cellar.

b) Play areas: - this responsibility will be handed to the new handyman when in post. Once he has had his familiarization day with R Greatrex, he will monitor those risk assessment templates going forward.

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.

7 To consider updated Standing orders and Financial Regulations.

Discussion and various issues were rationalized between standing orders and Financial Regulations. Cllr Gregory to update.

Cllr Booth raised concerns re standing orders re contracts under section 18 – financial controls and procurement, post Brexit re office of government commerce and Section 14. (page 13) Cllr Gregory to review.
Standing orders section 18. (part 6.3) A and financial regs 8.1.1 and cheque signing. To be reviewed with the new Chief Officer, points 6.6 (payments and regular payment schedule and 6.7.

8 To review the following policies -

a) Tree Inspection Policy
The policies had been reviewed, and it was agreed no changes were deemed necessary.

Tree inspection is complete and is not due for review until February 2026. Tree inspection is being addressed by the Open Spaces Committee with regards to tree tagging/ inspection which is planned for April this year. Cllr Herbert will be looking at this as a technological

tracking system.

b) Fire Risk Assessment Policy has been checked and is all in order and will be taken to full council.

c) Communications and Engagement Policy

This pending proposed to commence mid-April 2025. Cllr Haycock and the new Chief Officer to review.
Cllr Haycock agreed this needs doing once the GPC website is up and running.

d) Look at starting the online Community Recognition/Awards system discussed in 2024. If operating all year, before the Annual Assembly, it will make it much easier to operate Community Awards (as we have done in the past) as well as promoting engagement and positive recognition of community action all year round.

9 To agree the date and time of the next meeting

Agreed for 22.09.2025