



PUBLIC NOTICE

Procedures Review Committee members are hereby summoned to attend a meeting of the

Procedures Review Committee

to be held on Thursday 15th June 2023 at 2pm in The Parish Office

AGENDA

Public Open Forum - 10 minutes maximum

1. To elect a Chair and Vice Chair
2. To receive apologies and record absences
3. To record any declarations of interest.
4. To receive and confirm the minutes of the meeting held on 19th January 2023.
5. To consider any matters arising not elsewhere on the agenda
6. To review policies and Risk Assessments due for review as below:

CCTV	November 2023
Data Protection & Privacy	November 2023
Document retention & disposal	November 2023
Fire Risk Assessment Policy	November 2023
Play Park Risk Assessment	November 2023
Safeguarding Policy	March 2023
Training Policy	November 2023
Volunteer Policy	November 2023
Financial Risk Assessment	June 2023
7. To consider the new draft Equality, Diversity & Inclusion Policy drawn up by Cllr Alker and agree next steps (ie revision period, additions, recommendation to Council etc)
8. To consider the draft Business Plan format and suggest how it should be monitored (by whom, frequency etc) and to recommend the final document to Council.
9. To review the Terms of Reference
10. To agree the date and time of the next meeting

Signed Jayne Cooper, Clerk, 7th June 2023

Recording of Parish Council Meetings: It is permitted for meetings to be recorded or filmed without prior permission being sought apart from confidential business. Members are reminded that they should avoid saying anything which could be slanderous. While the council and its officers may be filmed or recorded, that does not apply to filming or recording members of the public as their permission must be sought first. Any filming or recording must not be disruptive to the business of the meeting. (Ref: "The Openness of Local Government Bodies Regulations 2014").

Health & Safety: Gnosall Parish Council intends to adequately control risks to the health and safety of all parishioners and visitors to the parish, that may be adversely affected its assets, actions or inactions. The control of such risks are the responsibility of all Gnosall Parish Councillors and Gnosall Parish Council staff.