



## **Minutes of the Procedures Review Committee Meeting**

**held on 15<sup>th</sup> June 2023 at 2pm in the Parish Office**

Present: Cllr G Gregory (in the chair), Cllr A Mills, Cllr K Ingram, Cllr C Haycock and Jayne Cooper, Clerk/RFO

Public Open Forum - none present

### **1 To elect a Chair and Vice Chair**

Cllr Gregory was elected Chair. The role of Vice Chair to be agreed at the next meeting.

### **2 To receive apologies and record absences**

Apologies received and accepted from Cllr Booth, Cllr Holmes and Cllr Alker.

Cllr Haycock, a recently co-opted councillor, was welcomed onto the committee.

### **3 To record any declarations of interest**

Cllr Haycock declared an interest as demographic information he had obtained to assist with the Council's Business Plan, although is available from the Census data, had been obtained via his business.

### **4 To receive and confirm the minutes of the meeting held on 19<sup>th</sup> January 2023.**

The minutes and the notes of the meetings were agreed as a true and accurate record.

### **5 To consider any matters arising not elsewhere on the agenda**

There were no matters arising.

### **6 To review Policies and Risk Assessments due for review**

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

The policies and risk assessments as listed were considered and it was agreed:

To accept the updated CCTV policy, subject to determining whether or not a designated councillor should be named as the council's CCTV operator and recommend its approval to council.

To recommend to Council the approval of:

Document and Retention and Disposal Policy  
Fire Risk Assessment Policy  
Play Park Risk Assessment  
Safeguarding Policy  
Training Policy  
Volunteer Policy

It was agreed to delegate responsibility to Resources Committee to review the Financial Risk Assessment.

**7 To consider the new draft Equality, Diversity and Inclusion Policy and agree the next steps**

Cllr Alker was thanked for drawing up this new policy. The policy was agreed and would be recommended to Council for approval with a 3-yearly revision.

**8 To consider the draft Business Plan form and suggest how it should be monitored and to recommend the final document to Council**

The draft plan was carefully reviewed. Cllr Haycock presented local demographic information which it was agreed should be incorporated into the plan. It was therefore agreed further amendments would be made prior to the plan being presented to Council.

**9 To review the Terms of Reference for the following committees and working groups:**

- a) **Procedures Review Committee** - subject to one minor amendment, the Terms of Reference were agreed.
- b) **Best Kept Village Working group** - it was agreed to remove the name of the BKV Team Leader who is stepping down from this role in 2023. No further changes required.
- c) **Gnosall Tow Path Restoration Group** - it was agreed to make the adopted stretch of tow path that the working group maintain clearer by making reference to the designated bridge numbers.
- d) **Public Right of Way** - no changes required. The group leader to be asked how frequent Risk Assessments documents are reviewed.

**10 To agree the date and time of the next meeting**

To be confirmed.

The meeting closed at 3.30pm