



**Gnosall Parish Council**  
(Including the wards of Moreton & Knightley)

**DRAFT Minutes of the Procedures & Health & Safety Committee Meeting  
held on 2<sup>nd</sup> March 2026 at 7.30pm in The Parish Office**

**Present**

CLlr Booth (in the Chair), Cllr Gregory, Cllr Beswick, Cllr Alker, Cllr Holmes, Cllr Knight, Cllr Baker  
J Marshall Chief Officer

	<b>Open Public Forum</b>
	None present
<b>1</b>	<b>To Receive Apologies and Record Absences</b>
	None given
<b>2</b>	<b>To Record any Declarations of Interest</b>
	Cllr Alker declared an interest in the library.
<b>3</b>	<b>To receive and confirm the minutes of the last meeting held on 3<sup>rd</sup> March 2025</b>
	It was noted that item 6c needed the word 'notice' to be added for clarity. With that amendment, the minutes were confirmed as a true and accurate record of the meeting and signed and dated by the Chair.
<b>4</b>	<b>To consider any matters arising from the minutes</b>
	It was noted that Cllr Haycock has stepped down from the committee and that Cllr Baker had joined the committee. He was welcomed.
<b>5</b>	<b>To set dates for Risk Assessment Inspections and consider any actions following recent inspections of:</b>
	<ul style="list-style-type: none"> <li>a) Grosvenor Centre (Fire &amp; General) - scheduled for 6<sup>th</sup> March.</li> <li>b) Youth Club &amp; Library - completed on 2<sup>nd</sup> March. Results pending.</li> <li>c) Play Areas - being completed monthly. Actions taken to Open Spaces Committee.</li> <li>d) Outside Areas Grosvenor Centre - has been adopted and first assessment complete. Next assessment due in April 2026.</li> </ul> <p>Remaining Risk Assessments will be added to the next committee meeting Agenda. A working party to be convened in conjunction with the caretaker to redistribute stored items between the cellar and container.</p>
<b>6</b>	<b>To review or discuss the policies including:</b>
	<ul style="list-style-type: none"> <li>a) Communications &amp; Engagement Policy - deferred to June 2026.</li> <li>b) Financial Risk Assessment Policy - referred to the Resources Committee for review.</li> <li>c) Freedom of Information Policy - deferred to next meeting. Chief Officer to clarify FOI request contact details with Staffordshire Parish Council's Association.</li> </ul>

	<p>d) Consent to Hold Personal Information – agreed with updated header. To be ratified at Full Council.</p> <p>e) Tree Management Policy – referred to Open Spaces Committee.</p>
<b>7</b>	<p><b>To consider the following new policies:</b></p> <p>a) IT and Cyber Security Policy (required under Assertion 10 for the 2025/26 AGAR – the policy was reviewed and some items removed or corrected for coherency. Cllr Gregory agreed to put the policy into the Council’s template for ratification at Full Council. The revised policy will be circulated to the committee for approval before being submitted to Full Council for adoption.</p> <p>b) ICO Model Publication Scheme – deferred to June 2026.</p>
<b>8</b>	<p><b>To agree a policy review strategy for the year.</b></p> <p>There are eighteen policies due for review in 2026, the committee agreed to add an additional meeting in June to spread the workload. Review dates to be changed on each where applicable.</p>
<b>9</b>	<p><b>To discuss the following:</b></p> <p>a) Decision making at council meetings – if it is unclear if a decision has been reached by the council, the Chief Officer should clarify with the Chair on the wording to be minuted.</p> <p>b) Delegated authority – delegated authority to the Chief Officer should be clear. This will be considered and updated in the Standing Orders for review in April.</p> <p>c) Communications of actions between meetings – within reason, any notable actions taken by the Chief Officer between meetings, should be communicated to council via email.</p>
<b>10</b>	<p><b>To confirm the date and time of the next meeting</b></p> <p>Tuesday 2<sup>nd</sup> June 2026 at 7.30pm.</p>
	<p><b>Meeting Closed</b></p> <p>8.55pm</p>

Signed: .....

Dated: .....