



Gnosall Parish Council

(Including the wards of Moreton & Knightley)

DRAFT Minutes of the Procedures & Health & Safety Committee Meeting held on 2nd June 2026 at 7.30pm in The Parish Office

Present

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

	Open Public Forum
	None present
1	To elect a Chair and Vice Chair for the forthcoming year There was one nomination for Chair. Cllr Booth was duly elected unanimously. There was one nomination for Vice Chair. Cllr Baker was duly elected unanimously.
2	To Receive Apologies and Record Absences Cllr Alker gave apologies.
3	To Record any Declarations of Interest None given
4	To receive and confirm the minutes of the last meeting held on 2nd March 2026 It was noted that item 4 stated that Cllr Baker 'hod' joined the committee, correct to 'had.' With that amendment, the minutes were confirmed as a true and accurate record of the meeting and signed and dated by the Chair.
5	To consider any matters arising from the minutes No matters arising.
6	To review the delegated arrangements and Terms of Reference for the committee The wording and order in the Membership section to be amended to be made clearer. Meetings section to be amended to include the review of policies. Duties & Functions :- 1. to include Data Protection. Financial Risk Assessment to be reviewed by Resources and then brought to PRC. Suggested change to Resources Terms of reference to include this. 2. Committee Terms of Reference reviewed by each committee and ratified by PRC. With those amendments the Terms of Reference were agreed, approval date 02.06.2026.
7	To set dates for Risk Assessment Inspections and consider any actions following recent inspections of: a) Grosvenor Centre (Fire & General) - to be scheduled for June. b) Youth Club & Library - to be scheduled for June. c) Outside Areas Grosvenor Centre - has been adopted. Second assessment conducted in April 2026.

8	To review or discuss the policies including: a) Financial Risk Assessment Policy – amended in line with revised Financial Regulations. b) CCTV Policy – policy amended in line with new Data Protection guidance. Training required for users. Chief Officer to investigate. Log of access to be confirmed. Declaration required for delegated users of mobile emergency alert app. Changes will be made and reviewed via email. c) Data Privacy and Protection Policy. Chief Officer advised this now needs to be reviewed annually to meet Assertion 10. To include section on how the council manage data obtained online (survey responses etc), GAGA to be updated to GGA (Gnosall Gardens and Allotments). With those changes it was approved. d) Document Retention and Disposal Policy. Quality Status to be removed. Page 2 to ensure council minutes are retained. With those changes the policy was approved. e) Safeguarding Policy. A revised policy was presented. i. It was determined that a Safeguarding Lead and Deputy be identified. This should be publicly available information. It was agreed that the Chief Officer is the Lead and Cllr Holmes is the Deputy. ii. Reporting process for handling safeguarding concerns to be made clear. iii. Safeguarding training should be made available to all councillors and regular refresher training held as appropriate or when safeguarding policy changes nationally. At least every four years. iv. Safeguarding to be included in Conditions of Hire for Grosvenor Centre. Revised wording for Expectations of Behaviour recommended to meet latest guidelines. v. Cllrs Holmes and Baker to confirm that national body contact information is correct. f) Volunteer Policy. Policy to be amended to include section on requirement for familiarity with safeguarding policy. DBS requirements to be amended in line with recommendations.
9	To consider the following new policies: a) ICO Model Publication Scheme – cost of printing to be determined. b) Investment Policy. Recommended by Internat Auditor. To be referred to Resources Committee for review.
10	To discuss the Scheme of Delegation for the Chief Officer The Chief Officer drafted a Scheme of Delegation based on industry standards. With a few amendments suggested, it was accepted.
10	To confirm the date and time of the next meeting Tuesday 21st September 2026 at 7.30pm.
	Meeting Closed 9.15pm

Signed:

Dated: