



Gnosall Parish Council

(Including the wards of Moreton & Knightley)

DRAFT Minutes of the Procedures & Health & Safety Committee Meeting held on 21st September 2026 at 7.30pm in The Parish Office

Present

Cllr Booth (in the Chair), Cllr Gregory, Cllr Knight, Cllr Baker, Cllr Pearson – ex officio
J Marshall Chief Officer

	Open Public Forum
	None present
1	To Receive Apologies and Record Absences Cllr Beswick and Cllr Holmes gave apologies. Cllr Cooper will join the committee at the next meeting.
2	To Record any Declarations of Interest Cllr Knight declared that he was involved in the Internal Review.
3	To receive and confirm the minutes of the last meeting held on 2nd July 2026 The minutes were confirmed as a true and accurate record of the meeting and signed and dated by the Chair.
4	To consider any matters arising from the minutes of the meeting held on 2nd July 2026 CCTV training and access log still to be actioned. Safeguarding training for councillors to be arranged. Conditions of Hire to be checked for inclusion of safeguarding arrangements. Publication Scheme Cost of copying agreed at 5p.
5	To set dates for Risk Assessment Inspections and consider any actions following recent inspections of: a) Grosvenor Centre (Fire & General) – 24 th September b) Youth Club & Library – Cllr Knight to arrange date c) Outside Areas Grosvenor Centre – actions from last inspection to be addressed.
6	To review or discuss the policies including: a) Fire Risk Assessment – CO to check if renumbering of fire extinguishers has taken place. This to be updated in FR Assessment and Conditions of Hire. With those changes the policy was approved. CO to check Rosebuds FR Assessment is in line with the Councils. Cllr Baker suggested model Method Statements for contractors. b) Equality, Diversity and Inclusion Policy – deferred until HR consultant appointed and advice taken on new Employment Law changes. c) Training Policy – volunteers need to be included. Cllr Gregory will check NALC model template for updates.

	d) Risk Assessment Policy - remove 7.2 and change Health & Safety Committee to Procedures and H&S Committee. With those changes the policy was approved. e) Internal Review Terms of Reference - draft presented, changes discussed, to be considered at next meeting.
7	To consider the following new policies: a) Vexatious Complaints and Complainants Policy - draft presented with some changes. Changes need to be reviewed in line with guidance from the ICO. Draft to be rewritten and presented at next meeting. b) Internal Review Policy - draft presented. Response period amended from 10 to 5 days. With those changes the policy was approved by a majority vote.
8	To confirm the date and time of the next meeting Monday 5th October 2026 at 7.30pm.
	Meeting Closed 8.52pm

Signed:

Dated: