



PUBLIC NOTICE

Members are hereby summoned to attend a meeting of the

Procedures and Health & Safety Committee

to be held on 2nd June 2026 at 7.30pm in The Parish Office

AGENDA

Public Open Forum - 5 minutes maximum

- 1.** To elect a Chair and Vice Chair for the forthcoming year
- 2.** To receive apologies and record absences
- 3.** To record any declarations of interest
- 4.** To receive and confirm the minutes of the meetings held on 2nd March 2026
- 5.** To consider any matters arising not elsewhere on the agenda
- 6.** To review the delegated arrangements and Terms of Reference for the committee
- 7.** To set dates for Risk Assessment Inspections, agree individuals to carry out inspections and consider any actions following recent inspections of:
 - a) Grosvenor Centre (Fire and General)
 - b) Youth Club & Library
 - c) Outside Area Grosvenor Centre
- 8.** To review or discuss the policies including:
 - a) Financial Risk Assessment
 - b) CCTV Policy
 - c) Data Privacy & Protection Policy
 - d) Document Retention and Disposal Policy
 - e) Safeguarding Policy
 - f) Volunteer Policy
- 9.** To consider the following new Policies:
 - a) ICO Model Publication Scheme
 - b) Investment Policy
- 10.** To discuss the Scheme of Delegation for the Chief Officer
- 11.** To agree the date and time of the next meeting (21st September 2026)

Jennifer Marshall, Chief Officer 27th May 2026

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").