



Gnosall Parish Council

(Including the wards of Moreton & Knightley)

DRAFT Minutes of the Procedures & Health & Safety Committee extraordinary Meeting held on 5th October 2026 at 7.30pm in The Parish Office

Present

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

	Open Public Forum
	None present
1	To Receive Apologies and Record Absences
	None given
2	To Record any Declarations of Interest
	Cllr Knight and Cllr Beswick declared that they were involved in the Internal Review.
3	To receive and confirm the minutes of the last meeting held on 21st September 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 21st September 2026
	No matters arising
5	To review or discuss the policies including:
	a) Training Policy - the policy was updated to reflect the NALC model template. Cllr Gregory to circulate the revised policy to the committee for approval prior to adoption by Full Council. b) Internal Review Terms of Reference - the outcomes of the Terms of Reference and Internal Review Policy to follow the same wording and the process for notifying Full Council of the decision to be added. Gregory to circulate the revised policy to the committee for approval prior to adoption by Full Council. c) Persistent and Vexatious Request Policy - template letters to be included in the policy, some wording to be amended. Gregory to circulate the revised policy to the committee for approval prior to adoption by Full Council.
6	To confirm the date and time of the next meeting
	February 2027, date to be confirmed
	Meeting Closed
	8.40pm

Signed:

Dated: