



**Minutes of the Extra-ordinary meeting held 7 March 2019 in the Small Hall,  
Worplesdon Memorial Hall, Perry Hill, Worplesdon at 7.30pm**

**67-2019 – Present**

**Councillors:**

Chairman Cllr P Cragg, Cllr G Adam, Cllr M Fance, Cllr S Fisk, Cllr J Messinger, Cllr N Mitchell, Cllr S Morgan MBE, Cllr T O’Toole, Cllr M Singh and Cllr D Snipp.

**Officers of the Council:**

Mrs G White - Clerk to the Council  
Mrs V Fear - Assistant Clerk

**68-2019 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40**

Apologies and reason for absence were received from Cllr D Bird, Cllr B Nagle and Cllr L Wright. Apologies and reason for absence accepted.

Cllr H Unwin-Golding was absent from the meeting.

**69-2019 - Declaration of Disclosable Pecuniary Interests in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)**

No declarations were made.

**70-2019 - Declaration of Non-pecuniary interests in accordance with the Council’s Code of Conduct**

No declarations were made.

**71-2019 - Declarations of gifts or hospitality over £25**

No declarations were made.

**72-2019 - To consider authorising the payment list at the Parish office the day after a Council meeting (the Financial Regulations would need to be updated accordingly)**

Councillors discussed at length the practicalities of signing the payment documentation during meetings, or at suitable occasions either before or immediately after the meeting.

It was proposed Cllr P Cragg, seconded Cllr T O’Toole and **RESOLVED** that the financial documents relating to the payment list be signed immediately after each meeting.

A vote took place. Result of vote – Eight voted in favour - Cllr J Messinger against - Cllr G Adam abstained. Motion carried.

### **73-2019 - To review/approve and adopt all policies and procedures**

The following policies and procedures had been reviewed and revised ahead of the meeting.

- Administration of the Playgrounds
- Bullying/Harassment
- Complaints Procedure
- Complaints Procedure - Habitual or Vexatious Complaints
- Dealings Between Staff and Members of the Public
- Deployment of Speed Data Recorder
- Disciplinary Procedure
- Emergency Plan
- Equal Opportunities in Employment
- Exercise of Pension Discretions Regulation 60 - Local Government Pension Scheme (LGPS)
- Filming and Recording Meetings
- Freedom of Information Act 2000/Publication Scheme
- General Communications
- General Data Protection Regulations (Data Protection Act 2018)
- Grievance Procedure
- Health and Safety
- Hiring of the Village Greens
- Maintenance of the Tennis Courts
- Members/Officers Protocol
- Photograph for Publication/Circulation
- Press/Media Protocol
- Public Access Wi-fi
- Recording Decisions by Officers
- Retention of Documents
- Scheme of Delegation
- Social Media
- Snow Clearance
- Standing Orders
- Statement of Intent - Community Engagement
- Statement of Intent - Training
- Terms of Reference - General Purposes and Finance Committee (add H&S and planning)
- Terms of Reference - Staffing Committee
- Terms of Reference - Traffic Committee
- Work Related Stress Policy

It was proposed Cllr G Adam, seconded Cllr M Fance and unanimously **RESOLVED** that the policies and procedures be adopted including all the noted amendments/amalgamations with the exception of both the GDPR policy and the Terms of Reference for the General Purposes Committee which were deferred. These are to be considered as soon as practicable.

### **74-2019 - To review/approve and adopt all risk assessments**

The following policies and procedures had been reviewed and revised ahead of the meeting.

- Risk Assessment Form - Adverse Weather/Tennis Courts
- Risk Assessment Form - Armistice Day
- Risk Assessment Form - Brush Cutter
- Risk Assessment Form - Chainsaw
- Risk Assessment Form - Common Land – A323
- Risk Assessment Form - Community Car Park (Wood Street Village)
- Risk assessment Form - Community Speed Watch
- Risk Assessment Form - Display Screen Equipment – V Fear & G White

- Risk Assessment Form - Fire
- Risk Assessment Form - Generic
- Risk Assessment Form - Governance/management
- Risk Assessment Form - Groundsman
- Risk Assessment Form - Harry's Meadow
- Risk Assessment Form - Jacobs Well Recreation Ground
- Risk Assessment Form - Lone worker
- Risk Assessment Form - Maypole, Wood Street Village
- Risk Assessment Form - Nevins Copse
- Risk Assessment Form - Playground inspections
- Risk Assessment Form - Speed Data Recorder
- Risk Assessment Form - Tennis Courts
- Risk Assessment Form - Work Related Stress
- HSE - Manual Handling Guide

It was proposed Cllr S Fisk, seconded Cllr N Mitchell and unanimously **RESOLVED** that the risk assessments be adopted subject to all the noted amendments/amalgamations.

Meeting closed 8.40pm

Signed:

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Chairman of the General Purposes and Finance Committee  
Date: 25 April 2019