



**Minutes of the Extra-ordinary meeting held virtually on Thursday 25 March 2021 at 7.30pm**

**88-2021 - Present**

**Councillors:**

Cllr G Adam, Cllr D Bird, Cllr P Cragg (Chairman of the meeting), Cllr J Messinger and Cllr N Mitchell, Cllr S Morgan MBE, Cllr C Riley Cllr D Snipp and Cllr T Webber.

**Officers of the Council:**

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

**Public:**

None present.

**89-2021 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40**

Apologies and reason for absence were received from Cllr M Fance, Cllr B Nagle and Cllr T O'Toole.  
Apologies and reason for absence accepted.

Cllr D Paul and Cllr A Creese were absent from the meeting.

**90-2021 - Public participation session**

No members of the public were present.

**91-2021 - Declaration of Disclosable Pecuniary Interests (DPIs) - by councillors in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)**

No declarations were made.

**92-2021 - Amendments to the Register of Interests**

No declarations were made.

**93-2021 - To receive and consider written requests for new DPI dispensations, if any**

No dispensation requests were received.

#### 94-2021 - Declaration of Non-pecuniary interests

No declarations were made.

#### 95-2021 - Declaration of gifts or hospitality over £50

No declarations were made.

#### 96-2021 - To review/approve and adopt all policies and procedures of the Parish Council

All policies and procedures of the Council had been circulated via email to all Members in advance of the meeting.

Following discussion, it was proposed Cllr G Adam, seconded Cllr N Mitchell and unanimously **RESOLVED** that the following schedule of amendments be approved. The Staffing Committee to revisit the Leave Policy and Work Related Stress Policy at the next Staffing Committee meeting to be held in June 2021.

**Table 1: Policies and Procedures reviewed and approved by the Full Council 25 March 2021.**

Policies	Actions
Administration of the Playgrounds	Change date and version table. Change Groundstaff to Head Groundsman. 1.2. Change paraphernalia to needles. 5. Add 'or as required for H&S purposes'.
Code of Conduct	Add front page and amend layout to match the corporate style. 11. Add hyperlink. 35. Delete 'parish councils within' and replace with 'the borough council'. Make document accessible.
Complaints Procedure	Change date and version table. Change date of Code of Conduct from 26 July 2012 to 29 October 2020. 5. First line remove the word 'also'.
Complaints Procedure – Habitual or Vexatious Complaints	Change date and version table.
Dealings Between Staff and Members of the Public	Change date and version table. 7. Add 'albeit personal details will be removed unless the authority of the resident to pass on their details has been obtained.'
Delegated Decisions by Officers	Change date and version table. 5. Add 'Planning' before 'General Purposes'.
Deployment of Speed Data Recorder	Change date and version table.
Dignity at Work	Change date and version table.
Disciplinary Procedure	Change date and version table. 29. Amend 'Mew' to 'New'.
Duties of the Responsible Financial Officer (The Clerk)	Change date and version table.
Emergency & Flood Plans	Change date and version table. Updated by Cllr T Webber - style and appendices updated.
Equality and Diversity	Change date and version table. Previous policy replaced with a new policy based on the NALC template.
Exercise of Pension Discretions Regulation 60 – Local Government Pension Scheme (LGPS)	Change date and version table.

Policies	Actions
<b>Filming and Recording Meetings</b>	Change date and version table.
<b>Financial Regulations</b>	Change date and version table. Update values in footnote 1 page 12 - The Public Contract Regulations 2015 updated figures apply.
<b>Financial Reserves</b>	Change date and version table. 4.1 Practitioner's Guide - Update year to 2020.
<b>Fixed Asset Register</b>	Change date and version table. 1.3 Amend 'Municipal' to 'Financial'. 2.4 Practitioner's Guide - Update year to 2020.
<b>FOI Publication Scheme</b>	Change date and version table. Policies - delete 'Recruitment polices' as we don't have any. Add 'Fixed' before Asset Register.
<b>Freedom of Information Act 2000</b>	Change date and version table. Update office address.
<b>General Communications</b>	Change date and version table. A (iii) - change 'Working Party' to 'working party'. A (iv) Change to 'Day-to-Day'. H. 2nd paragraph change to 'The Parish Council has a hosted website via Welland Creative.' Add review date.
<b>General Data Protection Regulations (Data Protection Act 2018)</b>	Change date and version table. Add review date.
<b>General Information</b>	Change date and version table. Update office address. Role and Responsibilities add 'usually' before 'consulted'. Ee's and Contractors - updated Assistant Clerk and Head Groundsman's working hours. Meetings update to new office address. Update the role of the Councillor at external meetings. Update list of organisations (delete SWT). Update Council policies and procedures to match this list.
<b>Grant Aid to Local Organisations</b>	Change date and version table.
<b>Grievance Procedure</b>	Change date and version table.
<b>Health and Safety</b>	Change date and version table.
<b>Hiring of Parish Open Spaces</b>	Change date and version table.
<b>Internal Audit Procedure</b>	Change date and version table.
<b>Investment Policy</b>	Change date and version table. Update financial year.
<b>Land Management plans for village greens</b>	Change date and version table. Update the following sections: JW Rights of Way. Remove allotments. Ditch maintenance to be carried out by Guildford Borough Council. Update reference to evidence of GCN (Great Crested Newts). Update reference to maintenance licence. Goal posts to be replaced 2025/2026.
<b>Land Management plans for leased land</b>	Change date and version table.

Policies	Actions
<b>Leave Policy</b>	Change date and version table.
<b>Members/Officers Protocol</b>	Change date and version table.
<b>Parish Precept (current) &amp; explanatory note</b>	Change date and version table.
<b>Photographic Consent Form</b>	Change date and version table.
<b>Pool Vehicle Policy</b>	Change date and version table.
<b>Press/Media Protocol</b>	Change date and version table. 6.1 Delete text 'emailed to the Press and Media and'
<b>Protocol for First Contact/Gypsy Traveller Incursions</b>	Change date and version table.
<b>Retention of Documents</b>	Change date and version table. Consider amending duration for retention of correspondence.
<b>Scheme of Delegation</b>	Change date and version table.
<b>Section 17 of the Crime and Disorder Act 1998</b>	Change date and version table.
<b>Snow Clearance</b>	Change date and version table.
<b>Social Media</b>	Change date and version table. 4. Delete 'Distribute Parish Council agendas, post minutes and dates of meetings'.
<b>Standing Orders</b>	Change date and version table. 18 (e) Update to I&E basis.19. (f) and (g) update to current values. 20 (c) Chairman of Council and Chairman of Staffing Committee to undertake Clerk's appraisal. 22. (a) Amend to Data Protection 'Advisor'.
<b>Statement of Intent - Community Engagement</b>	Change date and version table.
<b>Statement of Intent – Training</b>	Change date and version table. Remove reference to the Assistant Groundsman.
<b>Terms of Reference – Planning/General Purposes and Finance Committee</b>	Change date and version table.
<b>Terms of Reference - Staffing Committee</b>	Change date and version table.
<b>Tree Policy</b>	Change date and version table.
<b>Unauthorised Encampments Policy</b>	Change date and version table.
<b>Work Related Stress Policy</b>	Change date and version table.
<b>Year End Procedure</b>	Change date and version table.

#### 97-2021 - To review/approve all risk assessments of the Parish Council

All risk assessments had been reviewed by the Clerk and Cllr G Adam in advance of the meeting.

Following discussion, it was proposed Cllr D Bird, seconded Cllr T Webber and unanimously **RESOLVED** that the following schedule of amendments be approved.

Risk Assessment	Actions
Adverse Weather/Tennis Courts	Delete – tennis courts. No longer Worplesdon Parish Council responsibility.
Armistice Service – Harry's Meadow	Change Date
Armistice Service – War Memorial, Jacobs Well	Change Date
Brush cutter	Change Date
Chainsaw	Change Date
Common land – A323 Aldershot Road	Change Date
Community Car Park, Wood Street Village	Change Date
CSW/VAS/SDR	Change date
Council Chambers	Amend to reflect change of office
Display Screen Equipment – Gaynor White	Change Date
Display Screen Equipment – Victoria Fear	Change Date
Financial	Amended to reflect no further use of the Worplesdon Memorial Hall for storage of records, meeting location. Change in address Parish. Office held by Clerk, Assistant Clerk, Chairman and Vice-Chairman.  Accrual now made towards election costs (next planned elections due 2023).
Fire – Council Chambers et al	Amend to reflect fire risk to office and Council Chamber plus date change.
Generic Land and Asset Management	Change Date
Governance/Management	Change Date
Groundstaff	Change Date
Harry's Meadow, Jacobs Well	Change Date
HSE Manual Handling Guide	Change Date
Leaf-blower	Change Date
Lone Worker	Change Date
Maypole, Wood Street Village	Change Date
Nevins Copse, Wood Street Village	Change Date
Office	Change office address and date
Playgrounds - Weekly Inspections	Change Date
Recreation Ground, Jacobs Well	Change date
Street Sign Cleaning	Change Date
Tennis Courts, Worplesdon Memorial Ground	Delete
Work Related Stress	Change date

### 98-2021 - To prepare the annual Health and Safety report

Members discussed the health and safety requirements of the Council – It was proposed Cllr P Cragg, seconded Cllr T Webber and unanimously **RESOLVED** that the following report be approved:

- The current arrangements for the weekly and monthly inspection regime were considered appropriate.
- The weekly/monthly inspection reports are kept continuously updated.
- A record of activity undertaken by the Groundstaff is kept via WhatsApp. This has proved to be a highly successful way of keeping track of the considerable and varied work undertaken. It also provides dates, times and photos which is particularly beneficial.
- The storage facility at Merrist Wood College permits the storage of petrol, which is held within a COSHH/secured metal unit. Metal shelving and cabinets remain appropriate for use.
- Archived paperwork has been relocated to the new parish office – out of the eaves in the Worplesdon Memorial Hall, which contain asbestos.
- Copies of risk assessments, health and safety policies, public liability certificates, method statements etc. are obtained from all contractors as and when appropriate.
- Comprehensive tree inspections were undertaken and follow up tree surgery is currently being carried out.
- All members are aware of the Health and Safety requirements of the Council.
- All risk assessments have been updated.

Meeting closed 20.14pm

Signed:

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Chairman of the Council  
Date: 8 April 2021