



**Minutes of the Policy/Procedure and Risk Assessment Meeting held in the  
Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX  
at 7.36pm on Monday 24 March 2025**

**2025-102 - Present**

**Councillors:**

Cllr G Adam, Cllr B Ahier, Cllr N Crampin, Cllr B McShee, Cllr N Mitchell (Chairman), Cllr B Nagle, Cllr M Price, Cllr C Riley, Cllr J Snowball, and Cllr T Wright.

**Officers of the Council:**

Mrs G White - Clerk to the Council

**Members of the public:**

No members of the public were present.

**2025-103 - 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 D Bird, Cllr S Ellahi, and Cllr M Fance.

Apologies and reason for absence duly accepted.

**2025-104 - Public Participation**

No members of the public were present.

**2025-105 - Declaration of Non-pecuniary Interests**

No declarations were made.

**2025-106 - 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.

**2025-107 - To receive and consider written requests for new DPI dispensations, if any**

No requests were received.

**2025-108 - Amendments to the Register of Interests**

No declarations were made.

**2025-109 - Declaration of gifts or hospitality over £50**

No declarations were made.

**2025-110 - To review/approve and adopt all policies and procedures of the Parish Council**

The policies and procedures of the Council had been reviewed by the Clerk. Details of the proposed changes had been circulated to all members via e-mail in advance of the meeting.

Three minor changes were proposed during the meeting.

Following the discussion, it was proposed by Cllr N Crampin, seconded by Cllr T Wright, and unanimously **RESOLVED** that the following changes be approved and adopted.

**Table 1: Policies and procedures**

Ref	Policy/procedure	Original text	Revised text	Reason
1	Accessibility Policy	1. Delete sentence - View the list of supported Internet browsers. 2. Update the link to the Web Content Accessibility Guidelines 2.1AA 3. Amend Page 2 second line 'WCAG 2.1'	1. Remove this sentence as it refers to links on Surrey County Council's website. 2. Update link to the Web Content Accessibility Guidelines 2.2 AA. 3. Update to WCAG 2.2' 4. Under the heading 'More information' - all links have been updated.	The Government has updated the Accessibility requirements to Web Content Accessibility Guidelines version 2.2AA (October 2024)
2	Address list	As per Police advice – remove councillors personal addresses	Substitute personal addresses with Cllr email addresses.	<a href="https://www.gov.uk/government/speeches/statement-on-the-security-of-elected-representatives">https://www.gov.uk/government/speeches/statement-on-the-security-of-elected-representatives</a>
3	Administration of the Playgrounds	1. Para 3.1 – Dick Randall Services Ltd 2. Para 3.3 – Inspection of the Typhoon every six months	1. Para 3.1 – MJR Services 2. Para 3.3 – Inspection of the Typhoon annually	1. Change of contractor 2. Cost and practicality issues. Plus quarterly and annual inspections also undertaken.
4	Code of Conduct	N/A	N/A	Date change only
5	Complaints Procedure	N/A	N/A	Date change only
6	Complaints Procedure – Habitual or Vexatious Complaints	N/A	N/A	Date change only
7	Consent to receive an electronic summons	N/A	N/A	No changes required
8	Contents page for Members' Welcome Pack	Good Councillors Guide 2018	Good Councillors Guide 2024	NALC has updated its guidance

Ref	Policy/procedure	Original text	Revised text	Reason
9	Dealings Between Staff and Members of the Public	N/A	N/A	Date change only
10	Delegated Decisions by Officers	Paragraph 4 – Clerk’s authority to spend £3,000	Paragraph 4 – Clerk’s authority to spend £4,000	Value changed within the Financial Regulations adopted by the Council. Ensure all policies tie in with each other.
11	Deployment of Speed Data Recorder	N/A	Add the following text:  “And any other suitable locations as required to address residents’ concerns”.	To ensure that all concerns raised by residents can be investigated where suitable locations exist.
12	Dignity at Work	N/A	N/A	Date change only
13	Disciplinary Procedure	N/A	N/A	Date change only
14	Duties of the Responsible Financial Officer (The Clerk)	Delete: To submit the annual Concurrent Functions Grant Aid request to the Borough Council, if available.	Substitute with: To submit grant requests to the Borough Council, County Council, and other external organisations, when appropriate.	Guildford Borough Council no longer provides Concurrent Functions Grant Aid (some emergency funding may still be available).  Substitute text to ensure that no grant funding opportunities are missed.
15	Emergency Plan	N/A	Remove Cllr Paul Cragg’s contact details.  Update various contact details.	To ensure the current list of contacts for emergencies are up to date.
16	Equality and Diversity	N/A	N/A	Date change only
17	Event Guidance	1. Page 4 – Heading - Insurance – public liability showing as £5,000,000.  2. Page 5 – Heading – Emergency Plan - No reference to Martyn’s Law.  3. Page 7 – Heading – Contractors - public liability insurance showing as £5,000,000	1. Page 4 – Heading - Insurance – public liability increased to £10,000,000.  2. Page 5 – Heading – Emergency Plan - No reference add Martyn’s Law.  3. Page 7 – Heading – Contractors - public liability increased to £10,000,000.	1. Zurich insurance (the Parish Council’s insurance company) now recommend a minimum of £10,000,000 public liability insurance.  2. The Manchester Arena Inquiry and London Bridge Inquest called for the introduction of legislation and guidance to protect the public. Terrorism (Protection of Premises) Bill  3. Zurich insurance (the Parish Council’s insurance company) now recommend a minimum of £10,000,000 public liability insurance.

Ref	Policy/ procedure	Original text	Revised text	Reason
18	Event Application Form - Village Greens	<p>1. Page 4 Surrey County Council hyperlink out of date.</p> <p>2. Page 5 – no reference to Martyn’s Law.</p> <p>3. Term and Conditions – public liability insurance of £5,000,000</p> <p>1. Page 4 Surrey County Council hyperlink out of date.</p> <p>2. Page 5 – no reference to Martyn’s Law.</p> <p>3. Term and Conditions – public liability insurance of £5,000,000</p>	<p>1. Page 4 – road closure link – hyperlink updated.</p> <p>2. Page 5 – Risk Assessment – add in reference to Martyn’s Law (including link to the relevant .gov.uk website)</p> <p>3. Term and Conditions – public liability insurance increase to £10,000,000.</p>	<p>1. To ensure all links are up to date.</p> <p>2. To ensure that all applicable legislation is referenced.</p> <p>3. Zurich insurance (the Parish Council’s insurance company) now recommend a minimum of £10,000,000 public liability insurance.</p>
19	Event Risk Assessment Guidance Note and Form	No reference to the risk of terrorism.	Section 1: Add a new line terrorist attack	To ensure compliance with <a href="https://www.gov.uk/government/publications/terrorism-protection-of-premises-bill-2024-factsheets">https://www.gov.uk/government/publications/terrorism-protection-of-premises-bill-2024-factsheets</a>
20	Event Risk Assessment Comprehensive Example	No reference to the risk of terrorism.	Add a new line terrorism line to the example risk assessment	To ensure compliance with <a href="https://www.gov.uk/government/publications/terrorism-protection-of-premises-bill-2024-factsheets">https://www.gov.uk/government/publications/terrorism-protection-of-premises-bill-2024-factsheets</a>
21	Event Risk Assessment Blank Accessibility	N/A	N/A	No changes required
22	Exercise of Pension Discretions Regulation 60 – Local Government Pension Scheme (LGPS)	N/A	N/A	No changes required
23	Filming and Recording Meetings	N/A	N/A	Date change only
24	Financial Regulations	N/A	N/A	Insufficient time to compare with NALC's new Model Financial Regulations. WPC Financial Regulations last updated November 2024. Financial Regulations to be reconsidered at the Annual Meeting in May 2025.

Ref	Policy/ procedure	Original text	Revised text	Reason
25	Financial Reserves	N/A	N/A	Date change only
26	Financial Risk Assessment	N/A	N/A	Date change only
27	Fixed Asset Register	Para 2.5 (Revenue expenditure) includes reference to chain saws.	Remove reference to chain saws.  Water bowser added to the Fixed Asset Register.	The Parish Council no longer owns any chain saws (these were sold).
28	Flood Plan	<p>Page 2 – Heading Flooding emergency contact numbers Guildford Borough Council – 1st line ‘contact us’</p> <p>Page 2 – Heading Causes of localised flooding – ‘as agreed with Guildford Borough Council’</p> <p>Delete: The Environment Agency provides useful advisory leaflets:</p> <ol style="list-style-type: none"> <li>1. “Preparing for a flood” – practical advice on what to do to protect your property.</li> <li>2. “During a flood” – practical advice on what to do to stay safe in a flood.</li> <li>3. “After a flood” – practical advice on recovering from a flood.</li> </ol>	<p>Page 2 – Heading Flooding emergency contact numbers Guildford Borough Council – 1st line ‘contact them’.</p> <p>Page 2 – Heading Causes of localised flooding – reposition the words, ‘As agreed with Guildford Borough Council’ to the start of the 3rd paragraph</p> <p>Paragraph 6 – add in the following wording: “installing appropriate drainage on their own property and keeping that drainage system clean and clear in the long-term”</p> <p>Paragraph 7 – Add the following text - The National Flood Forum offers flooding advice <a href="http://nationalfloodforum.org.uk/about-flooding/reducing-your-risk/protecting-your-property/">http://nationalfloodforum.org.uk/about-flooding/reducing-your-risk/protecting-your-property/</a>, as does Surrey County Council <a href="https://www.surreycc.gov.uk/community/emergency-planning-and-community-safety/flooding/preparing-for-flooding">https://www.surreycc.gov.uk/community/emergency-planning-and-community-safety/flooding/preparing-for-flooding</a></p>	For clarification.
29	FOI Publication Scheme	N/A	N/A	Date change only
30	Freedom of Information Act 2000	N/A	N/A	No changes required
31	General Communications	<p>Section L – Use of Social Media</p> <p>Delete the text ‘has two active social media accounts (X formerly known as Twitter and’</p>	<p>Section L – Use of Social Media</p> <p>Replace with, ‘Worplesdon Parish Council uses Facebook for its social media communications’.</p>	Worplesdon Parish Council’s Twitter account was not popular. Additionally, operating two social media platforms is too time consuming. Revise text to reflect the current situation.
32	General Data Protection Regulations (Data Protection Act 2018)	N/A	N/A	Date change only

Ref	Policy/ procedure	Original text	Revised text	Reason
33	General Information	<p>1. Reference to Guildford Borough Council elections [with the impending abolition of GBC this will need to be updated at the appropriate time].</p> <p>2. Reference to Head Groundsman – Peter Trevena. Working days will change, if approved by Full Council (27.2.2025).</p> <p>3. Update the contractor information.</p> <p>4. Assistant Clerk’s working hours need to be updated.</p> <p>5. Reference to the Worplesdon Flood Forum.</p> <p>6. Representatives on outside bodies.</p>	<p>1. Revise at the appropriate time.</p> <p>2. Update in accordance with the Staffing Committee’s recommendations/Full Council decision. Assumed Senior Groundsman title will be approved. Update the working days as approved by Full Council (27 Feb).</p> <p>3. Update ‘Dick Randall Services’ to ‘MJR Services’. Update Dryad Tree Services to ‘TGB Tree Consulting’</p> <p>4. Update the Assistant Clerk’s hours to ‘9am – 3pm’.</p> <p>5. Consideration of the potential abolishment of the Flood Forum to be taken by the Full Council 27 February 2025.</p> <p>6. Representatives on outside bodies – remove reference to the Flood Forum [subject to the Parish Council’s decision 27.2.2025] and the Worplesdon Parish Charities (now merged with the WPC in a ringfenced account).</p>	To ensure the document contains all current information.
34	Grant Aid Policy	N/A	N/A	Date change only
35	Grant Aid Guidance	N/A	N/A	Date change only
36	Grant Aid Application Form	N/A	N/A	Date change only
37	Grievance Procedure	N/A	N/A	Date change only
38	Health and Safety	N/A	N/A	Date change only
39	Hiring of Parish Open Spaces	<p>1. Fees as from 1 April 2024.</p> <p>2. Para 3 – no mention of Martyn’s Law.</p> <p>3. Para 6 – Public liability stated at £5m.</p>	<p>1. Fees as from 1 April 2025.</p> <p>2. Para 3 – include reference to Martyn’s Law (to ensure the event guidance documents and this policy align).</p> <p>3. Para 6 – Increase Public Liability requirement to £10m as per the advice of Zurich Insurance (the Parish Council’s insurance company).</p> <p>4. Correct the paragraph numbering within the document (previous error).</p> <p>5. References to Guildford Borough Council will need to be updated as and when a new unitary authority is established.</p>	To update the policy and ensure it aligns with the Event Guidance documents.
40	Honorary Freedom of the Parish	N/A	N/A	Date change only

Ref	Policy/ procedure	Original text	Revised text	Reason
41	Internal Audit Procedures	N/A	N/A	Date change only
42	Investment Policy	3.3 'Council's business plan'	3.3 'Council's Strategic Business Plan'  Ensure all references to 'Council' have a capital C for continuity purposes.	For accuracy and to ensure all policies correctly interrelate.
43	Land Management plans for: land leased to Worplesdon Parish Council	1. For all three locations - Amend 'reputable arboriculturist' and 'arboriculturist's report'.2. Wood Street Village Green - Amend - '30 cuts per year'.3. Wood Street Village Green notes – Pond – Amend - pond desilting '(5-10 years)' – additionally 'Bulrushes and weeds to be removed every 2-3 years.'	1. For all three locations update to read 'suitably qualified and insured tree inspector' and 'tree inspector's report'.2. Wood Street Village Green – Amend to read '26 cuts per year'.3. Wood Street Village Green notes – Pond - Pond desilting – Text to read 'Pond to be de-silted as and when required'.	1. To ensure the policy reflects the maintenance that is actually taking place, and to make clear that the tree inspector must be appropriately qualified. Contractors providing advice to the Council require to hold Professional indemnity Insurance in addition to Public Liability insurance.2. Worplesdon Parish Council agreed to reduce the number of cuts when reviewing the grass cutting contract. 3. Ponds do not require to be de-silted as often as previously perceived.

Ref	Policy/ procedure	Original text	Revised text	Reason
44	Land Management plans for: land owned by Worplesdon Parish Council	<p>1. Harry’s Meadow - Right of Way 438 - Amend ‘A new right of way has been created’.</p> <p>2. Harry’s Meadow – Amend - Grass cutting ‘north-west’, ‘south-east’ and ‘cut twice.’</p> <p>3. White House Pond Management Plan – Amend ‘Removal of invasive weed.’</p> <p>4. Moat House Pond – Management Plan – Delete existing sentence (see below).</p> <p>5. Jacobs Well Recreation Ground – Amend ‘reputable arboriculturist’</p> <p>6. Jacobs Well Recreation Ground – Tree Surgery – Amend ‘arboriculturist’s’</p> <p>7. Jacobs Well Recreation Ground – Moat House Pond – Amend ‘10-20 years’</p> <p>8. Jacobs Well Recreation Ground – Moat House Pond – Amend ‘every 2-3 years.’</p> <p>9. Jacobs Well Recreation Ground – Five-a-side goal Posts – Amend – ‘Consider replacing the goas posts in 2025/2026.’</p> <p>10. History Broad Street and Backside Commons – 4th paragraph – Delete ‘Since 2020 the Worplesdon Group of Commons are now jointly managed by Surrey County Council and Surrey Wildlife Trust.’</p> <p>11. Community Car Park – 3rd paragraph – Final sentence – Delete - ‘It is intended that the Parish Council will seek SNCI status on the exchange land at the earliest opportunity.’</p> <p>12. Land Management Nevins Copse – List of tasks – Update.</p>	<p>1. Harry’s Meadow - Right of Way 438 - Replace with ‘A new right of way has been dedicated.’</p> <p>2. Harry’s Meadow - Grass cutting – Replace with ‘west’, ‘east’ and ‘cut once.’</p> <p>3. White House Pond Management Plan – Amend to ‘Clearance of invasive weed.’</p> <p>4. Moat House Pond – Management Plan – delete ‘Remove on a regular basis the water soldier from the pond.’ (this plant no longer grows in the pond.)</p> <p>5. Jacobs Well Recreation Ground (JWRG)– Replace with ‘suitably qualified tree inspector.’</p> <p>6. JWRG – Tree Surgery – Replace with ‘tree inspector’s.’</p> <p>7. JWRG – Moat House Pond – Replace with ‘25-30.’</p> <p>8. JWRG – Moat House Pond – Amend ‘as and when required.’</p> <p>9. JWRG – Five-a-side goal Posts – Replace with – ‘In a cost saving exercise, the Parish Council resolved not to replace the five-a-side goal posts after five years. The existing goal posts will, therefore, be removed at the beginning of September 2025.</p> <p>10. History Broad Street and Backside Commons – 4th paragraph – Replace with ‘Surrey Wildlife Trust’s responsibilities cover conservation and grazing only. Management of the countryside estate reverted to Surrey County Council in 2020. Surrey County Council manages access to public footpaths, car parks, bins, litter, dog fouling, fly-tipping and unauthorised access.’</p> <p>11. Community Car Park – 3rd paragraph – Final sentence – No replacement text required.’</p> <p>12. Land Management Nevins Copse – List of tasks - Updated</p>	<p>To ensure the policy reflects actual practice.</p> <p>There are no known biodiversity reasons for Nevins Copse to warrant SNCI status.</p>
45	Leave Policy	N/A	N/A	Date change only
46	Members/Officers Protocol	N/A	N/A	Date change only
47	Photographic Consent Form	N/A	N/A	No changes required
48	Pool Vehicle Policy	N/A	N/A	Date change only



Ref	Policy/ procedure	Original text	Revised text	Reason
49	Precept (current) & explanatory note	N/A	N/A	Date change only
50	Press/Media Protocol	1. Para 1.2 spaces before the start of the sentence 2. 4.1 – point 2 ‘Policy’	1. Para 1.2 – remove additional spaces 2. 4.1 – point 2 amend to ‘policy’	For accuracy
51	Privacy Policy	N/A	N/A	Date change only
52	Protocol for First Contact/Gypsy Traveller Incursions	N/A	N/A	No changes required
53	Retention of Documents	40 years – The Employers’ Liability (Compulsory Insurance) Regulations 1998 (SI. 2753) – Management	Although the Employers’ Liability (Compulsory Insurance) (Amendment) Regulations 2008 mean it is no longer mandatory that companies hold 40 years of certificates, it is still considered to be good practice to retain old certificates in case of future claims.	To ensure that all policies reflect current legislation/guidance.
54	Scheme of Delegation	Item m – limit of expenditure £3,000	Item m – limit of expenditure £4,000	To ensure that all policies interrelate. (Financial Regulations)
55	Schedule of Meetings for 2025	N/A	N/A	No changes required
56	Section 17 of the Crime and Disorder Act 1998	N/A	N/A	Date change only
57	Snow Clearance	Para 3.1 – Formatting error Ditto – ‘My 2073’	Para 3.1 – Corrected formatting error. Ditto – correct to ‘May 2073’	For accuracy
58	Social Media	1.1 Amend ‘Facebook and Twitter’ 3.2 Amend ‘Newsletters and Noticeboards’ 4.2 Amend ‘the the Assistant Clerk’ duplicated word 4.4 Amend ‘Social Media’	1.1 Update to ‘Facebook’ 3.2 ‘newsletters and noticeboards’ 4.2 ‘the Assistant Clerk’ duplicated word deleted 4.4 Revise to ‘social media’	For accuracy
59	Sponsorship Policy	1.3 ‘thereby contributing to wellbeing of the Parish’	1.3 Insert additional word ‘the’. Text to read ‘thereby contributing to the wellbeing of the Parish’	For clarity

Ref	Policy/ procedure	Original text	Revised text	Reason
60	Standing Orders	<p>3(g) – ‘Subject to Standing Order 3(f) above, a member of the public shall not speak for more than 10 minutes. If more than one member of the public wishes to speak, the time will be divided equally amongst those who wish to address the Council’</p> <p>18(c) – superseded by the Procurement Act 2023</p> <p>18d(iii) – superseded by the Procurement Act 2023</p> <p>18(f) – superseded by the Procurement Act 2023</p> <p>19a(x) – superseded by the Procurement Act 2023</p> <p>19(c) – superseded by the Procurement Act 2023</p> <p>19(d) – superseded by the Procurement Act 2023</p> <p>19d(ix) – superseded by the Procurement Act 2023</p> <p>19(f) – superseded by the Procurement Act 2023</p>	<p>3(g) – ‘Subject to Standing Order 3(f) above, the public participation session shall be limited to 15 minutes in total. Each speaker to have a maximum of three minutes to address the Council. The number of speakers to be limited to five’</p> <p>18(c) – superseded by the Procurement Act 2023</p> <p>18d(iii) – superseded by the Procurement Act 2023</p> <p>18(f) – superseded by the Procurement Act 2023</p> <p>19a(x) – superseded by the Procurement Act 2023</p> <p>19(c) – superseded by the Procurement Act 2023</p> <p>19(d) – superseded by the Procurement Act 2023</p> <p>19d(ix) – superseded by the Procurement Act 2023</p> <p>19(f) – superseded by the Procurement Act 2023</p> <p>All text to be confirmed on Monday 3 March 2025</p>	For accuracy and to interrelate with other policies. Check wording against NALC’s Model Standing Orders once received.
61	Statement of Intent - Community Engagement	<p>3.1 – Point 3 - Amend ‘which are delivered to every household’</p> <p>3.1 – Point 5 - ‘Annual Parish Meeting’</p> <p>4.1 – Point 2 - ‘Annual Parish Meeting’</p> <p>6.1 – Delete Final sentence ‘The Flood Forum clearly demonstrates the success of a partnership approach</p> <p>6.2 – Point 7 ‘Surrey Police’</p>	<p>3.1 – Point 3 – Revise to ‘to be delivered to every household’ not all households receive the newsletter</p> <p>3.1 – Point 5 – This meeting has been renamed update to ‘Annual Parish Assembly’</p> <p>4.1 – Point 2 – Update to ‘Annual Parish Assembly’ as above</p> <p>6.1 – Flood Forum currently in abeyance</p> <p>6.2 – Point 7 ‘Surrey Police’ – Worplesdon Parish Council no longer has contact with our PCSO.</p>	For accuracy.
62	Statement of Intent – Training	<p>Second para – ‘Head Groundsman’</p> <p>Third para – ‘and Surrey Community Action’</p>	<p>Second para – Update to ‘Senior Groundsman’ as approved by the Full Council 27.2.2025</p> <p>Third para – include ‘Surrey Wildlife Trust and Scribe’</p> <p>remove ‘Surrey Community Action’ to reflect current practice</p>	For accuracy
63	Strategic Business Plan 2023-2028	N/A	N/A	No changes proposed - document updated in November 2024
64	Terms of Reference – Planning/General Purposes and Finance Committee	N/A	N/A	Date change only

Ref	Policy/ procedure	Original text	Revised text	Reason
65	Terms of Reference - Staffing Committee	N/A	N/A	Date change only
66	Training notes - What are Material Planning Considerations	N/A	N/A	Date change only
67	Tree Policy	1. Top of page 4 “People with good local knowledge and familiarity with local trees who are not tree specialists, but rather those closely associated with a site, such as the” 2. Page 10 para 4.10 - £5m public liability insurance	1. Delete text – repetition of previous information. 2. Page 10 para 4.10 – increase to £10m public liability insurance	1. For clarity. 2. As per Zurich Insurance advice (Worplesdon Parish Council insurer).
68	Unauthorised Encampments Policy	N/A	N/A	Date change only
69	Useful phone numbers	SALC contact details – Anne Bott 07515 892443  Phone number for Zurich Insurance 0800 0778 555	SALC contact details – Sally Harman 07724 545699  Phone number for Zurich Insurance 0800 917 9420	To ensure information is up to date.
70	Work Related Stress Policy	N/A	N/A	Date change only
71	Year End Procedure	Delete Point 2 – Submission of the year-end pension return.	N/A	Mulberry & Co Ltd now submit monthly returns via “Iconnect”, as required by Surrey County Council.
72	Biodiversity Policy	Page 3 – Common/others open spaces  1. Bullet point 4 – Amend “making it clear make it clear”  2. Bullet point 5 – Delete - Maintain and renew bird boxes as required.  3. Bullet point 6 – Amend “remembrance”	1. Bullet point 4 – delete repeated words “make it clear”  2. Bullet point 5 – Delete - Maintain and renew bird boxes as required.  3. Bullet point 6 – Amend to “reflection”  4. Bullet point 7 – Add (e.g. log piles, brush piles)	1. Repetition of words.  2. Surrey Wildlife Trust have confirmed that due to the existing mature tree provision at all seven sites for which Worplesdon Parish Council is responsible, bird boxes are not required.  3. Wrong choice of word in the first instance.  4. For clarity.
73	Management of Nevins Copse	N/A	N/A	Date change only

**2025-111 - To review all Parish Council risk assessments**

The Risk Assessments of the Council had been reviewed by the Clerk. A copy of the proposed changes were circulated to all members via e-mail in advance of the meeting.

Following the discussion, it was proposed by Cllr N Crampin, seconded by Cllr T Wright, and unanimously **RESOLVED** that the following changes, in addition to the date and review date be approved and adopted.

**Table 2: Risk Assessments**

	Risk Assessment	Updates/Amendments in addition to the review and approval updates	Reason
1	Armistice Service - Harry's Meadow	None	
2	Armistice Service - War Memorial, Jacobs Well	Inclusion of word 'groundstaff'.	To allow Groundstaff to lay the wreath
3	Brushcutter	References to Head Groundsman changed to Senior Groundsman.  Inclusion of 'Ensure operators have received appropriate training.' in cell F10. Corresponding references in G10 updated to 'Offer Groundstaff refresher training courses' and H10 to 'Clerk'.  Cell G22 updated to include reference to what3words locator.	Retirement of Head Groundsman  Amended to ensure brushcutter equipment is only used by someone suitably trained  Faster Surrey Fire and Rescue response, if required
4	<del>Chainsaw</del>		
5	Common land - A323 Aldershot Road	Change from 'Volunteers' to 'Staff/Councillors/Volunteers'.  Inclusion of 'Suitable training to be provided for power tool user/s and refresher courses to be offered as and when required' in Cell F13.	To adequately reflect who is likely to undertake works at this location  Amended to ensure brushcutter equipment is only used by someone suitably trained
6	Community Car Park, Wood Street Village	Change from 'caretaker' to 'caretaking staff'.  Inclusion of 'with clear height restriction lettering' on each height barrier.	To reflect the job-share at the Federated Schools of Wood Street and Worplesdon To ensure barrier height is clearly communicated to car park users
7	CSW/VAS/SDR	None	
8	<del>Covid-19 Pandemic</del>		
9	<del>Covid-19 Playarea Re-opening</del>		
10	<del>Council Chambers</del>		
11	Display Screen Equipment [as per HSE advice each assessment is carried out individually: Gaynor White <a href="https://www.hse.gov.uk/msd/dse/assessment.htm">https://www.hse.gov.uk/msd/dse/assessment.htm</a> ]	Eye test due for Clerk	Eye test to be booked

	Risk Assessment	Updates/Amendments in addition to the review and approval updates	Reason
12	(as Document 11) - VF	Eye test due for Assistant Clerk  Inclusion of: 'Action Required: Electrician to replace fitting with more appropriate one'	Eye test to be booked  Light intensity reduced by duct tape is not best practice for health and safety
13	(as Document 11) - HL	None	
14	Financial	Assessment undertaken by the Clerk	
15	Fire - Council Chambers et al	'regularly' changed to 'weekly' in respect of fire alarm testing.  Reference to the 'No smoking' sticker has been moved from column 7 to column 6	To reflect the necessary testing regime as detailed by our fire service technician To reflect what has already happened
16	Generic Land and Asset Management	Inclusion of the wording 'Little-used, badly damaged/dangerous bus shelters to be removed' in Cell G9. Cell G13 updated to include Senior Groundsman's recent LANTRA training. Cell G15 - inclusion of 'Groundstaff to be LANTRA trained'.	To reflect necessary practices when shelters are dangerous To record what has taken place  To ensure Groundstaff are appropriately trained
17	Governance/Management	Reference to fireproof cabinet updated [Cell F35]	Fireproof cabinet installed in council chamber since April 2024
18	Groundstaff	Cell A8 - inclusion of 'or tiles'. Cell H8 - inclusion of 'Consider removal of bus shelters in state beyond economic repair when little-used and sited in problematic locations (where utilities preclude re-installation). Cell G11 - addition of 'Replace wooden benches with recycled plastic benches, when required'. Cell H12 - inclusion of 'Staff to undertake dynamic risk assessments (verbal into WhatsApp group chat) when working in close proximity to water'. Cell H15 - Offer body-worn cameras to staff. Cell G16 - Reference to tracking app moved from H16. Cell H17 - include 'and included with Councillor Welcome Pack'.	To reflect current advice, policies and practices, and advice received during training
19	Harry's Meadow, Jacobs Well	Cell A8 - reference to date of bridge replacement Cell G11 - 'groundsman' changed to 'groundstaff'	Amendment due to bridge replacement Amendment due to staff change
20	HSE Manual Handling Guide	As published in 2020 - no further update to-date	
21	Leafblower	Cell G10 - inclusion of 'Operators to attend appropriate training', and Cell H10 'Staff'. Cell G19 - include 'Up-to-date COSHH folder to be kept in the office'.	
22	Lone Worker	Reference to entry intercom moved from Cell H8 to G8. Reference to lone working tracking app moved from Cell H9 to G9.	

	Risk Assessment	Updates/Amendments in addition to the review and approval updates	Reason
23	Maypole, Wood Street Village	Cell I8 - Reference to 'Groundsman' changed to 'Groundstaff'.	Amendment due to staff change
24	Nevins Copse, Wood Street Village	Cell H16 - Reference amended from Head Groundsman to Senior Groundsman.	Amendment due to staff change
25	Office [refers to Council Chamber and Office]	Cell G14 - reference to 'regular' testing changed to 'weekly'. Cell F16 - include reference to duplicate information in staff WhatsApp group. Cell F16 - move comment from G16 to F16, and modify to reflect that the life360 app is installed on work mobile phones. Cell G16 - amend comment to reference just vehicle tracking.	
26	Playgrounds - Weekly Inspections	No additional changes	
27	Recreation Ground, Jacobs Well	References to Groundsman changed to Groundstaff.  Cell H11 populated to include reference to the Council's decision to remove the goalposts in September 2025 and not replace them.  Inclusion of new row of cells to include the GrassCrete surfacing and parking area. 'Ensure operators have received appropriate training.' in cell F10. Corresponding references in G10 updated to 'Offer Groundstaff refresher training courses' and H10 to 'Clerk'.  Ce	
28	Shipping Container	COSHH poster reference moved from H9 to G9. Reference to Head Groundsman changed to Groundstaff.	
29	Street Sign Cleaning	Lone worker app reference moved from Cell H8 to G8. Reference in H13 made to Groundstaff's debit cards to allow them to purchase their own PPE, if necessary.	As this is now installed and operating on all work mobile phones
30	Work Related Stress	Cell H11 - 'reported' changed to 'reporters'. Cell H14 - Head Groundsman changed to Senior Groundsman. Cell H15 - Cell updated to reflect FO's PC purchase date and new laptop for Assistant Clerk.	Spelling mistake To reflect the change in staff
31	Works Vehicle	Cell H13 - Reference amended to reflect change in staff. Cell G14 - References to location of van keys updated. Cell G15 - Cell updated to reflect change in Groundstaff.	
32	Work Party Jacobs Well Moathouse Pond	No additional changes	

	Risk Assessment	Updates/Amendments in addition to the review and approval updates	Reason
33	Pond - Moat House Lane, Jacobs Well	Cell G10 - removal of the word 'temporary' as the parking area is now permanent. Cell G11 - updated Groundstaff roles and date Senior Groundsman's LANTRA training undertaken. Cell G14 - reference to lone working app moved to F14 and updated to reflect . All references to soft ground and vehicles getting stuck in the mud have been removed due to the installation of the Grasscrete parking area and access track to service it.	
34	Flood Forum Walkabout	No additional changes	
35	Pond - White House Lane, Jacobs Well	Cell G11 - updated to reflect the changes in Groundstaff and training undertaken.	
36	Pond - Wood Street Village	Refence to the sign and post have been removed as the post and sign are currently located in the shipping container. Cell G12 - updated to reflect the changes in Groundstaff and training undertaken.	

**2025-112 - To review and agree all charges made by the Parish Council**

Following a lengthy debate, it was proposed by Cllr J Snowball, seconded by Cllr G Adam, and unanimously **RESOLVED** that the fees from 1 April 2025 will remain as follows:

- Village fetes/events (community events) - no fee payable
- Use by fun fairs, outdoor theatre, band concerts, hot air balloon launches, car boot sales, fun run/walk, sports tournament, dog show, circuses, forest schools, fitness sessions, filming & photographic events, and use by helicopter - competitive market rent to be negotiated
- Registered charity - £100 per day
- Weekly skip fee - £35 (applies to skips located on WPC land)

Meeting closed 20:48

Signed:

Chairman of the Council

Date: 10 April 2025