



**Minutes of the Policy/Procedure and Risk Assessment Review Meeting held in the Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX at 19:30 on Monday 23 March 2026**

**2026-93 - Present**

**Councillors:**

Cllr B Ahier, Cllr G Burch, Cllr N Crampin, Cllr S Ellahi, Cllr N Mitchell (Chairman), Cllr M Price, Cllr R Watson, and Cllr T Wright.

**Officers of the Council:**

Mrs G White - Clerk to the Council

**Members of the public:**

None present.

**2026-94 - 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 S Busby, Cllr B McShee, and Cllr J Snowball. The Members' apologies and reasons for absence were accepted and approved.

Cllr C Riley was absent from the meeting.

**2026-95 - Public participation session**

No members of the public were present.

**2026-96 - 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.

**2026-97 - Amendments to the Register of Interests**

No declarations were made.

**2026-98 - To receive and consider written requests for new DPI dispensations**

No requests were received.

## 2026-99 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

No declarations were made.

## 2026-100 - Declaration of gifts or hospitality over £50

No declarations were made.

## 2026-101 - 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.

The proposed changes were considered some minor changes were made, following which, it was proposed by Cllr N Mitchell, seconded by Cllr S Ellahi, and unanimously **RESOLVED** that changes shown in Table 1 below be approved and adopted.

**Table 1: Policies and procedures**

Ref	Policy/ procedure	Original text	Revised text	Reason
1	Acceptance of Gifts, Donations, and Community Contributions Policy	N/A	Newly created policy to supersede the Sponsorship Policy.	Newly drafted policy in accordance with NALC's advice (sponsorship is not permitted – LGA 1972 s142) – Gifts may be accepted in accordance with s139 LGA 1972.
2	Accessibility Policy	N/A	Add: As far as we are aware, our site is compliant with the accessibility regulations. If you believe that there are sections that are not compliant with the regulations, please let us know and we will investigate your concerns.	To cover ourselves if there is anything wrong of which we are unaware.
3	Address list	Update		To reflect recent councillor changes.

Ref	Policy/ procedure	Original text	Revised text	Reason
4	Administration of the Playgrounds	<p>3.2 “October annually”</p> <p>3.3 Additional inspections of “The Typhoon” at Worplesdon will be undertaken as and when considered necessary, or at least annually due to the nature, and age of this equipment.</p> <p>6. Head Groundsman</p>	<p>3.2 “Autumn annually”</p> <p>3.3 Remove this point and renumber the remaining points.</p> <p>6. Senior Groundsman</p> <p>Add the following maintenance arrangements:</p> <ul style="list-style-type: none"> <li>• Clean on a weekly basis the Bloqx (Fairlands play area)</li> <li>• Deep clean on a twice-yearly basis all playground equipment.</li> <li>• Clean all gates and signage at least twice a year</li> <li>• Weeds, grass and moss to be treated and/or removed from the play surfacing on a monthly basis.</li> </ul>	<p>3.2 It depends on the company’s availability.</p> <p>3.3 The Typhoon is being removed at the end of February.</p> <p>6.6 Head Groundsman left. Andy’s title is Senior Groundsman.</p> <p>Add additional maintenance arrangements to ensure staff undertake the required cleaning/maintenance requirements.</p>
5	AGAR - Assertion 10 compliance checklist		New document	To ensure Assertion 10 AGAR compliance.
6	Biodiversity Policy	N/A	Action Plan/Mapping requires to be updated.	To meet policy requirements.
7	Code of Conduct	<p>Point 26 –</p> <p>“notify the Monitoring Officer in writing, and pass the gift to the Mayor’s Office for donation to a charity or raffle as appropriate”.</p>	“notify the Monitoring Officer in writing. The gift to be donated to a local charity.”	This Code of Conduct was written by Guildford Borough Council and adopted by Worplesdon Parish Council. It would seem appropriate for the Parish Council to choose the charity rather than the Mayor of Guildford.
8	Communications Strategy	N/A	N/A	A new document to tie in with the decision to employ a Communications and Events Officer. As recommended by the Staffing Committee.
9	Complaints Procedure	N/A	N/A	Date change only.
10	Complaints Procedure – Habitual or Vexatious Complaints	N/A	N/A	Date change only.
11	Consent to receive an	N/A	N/A	No change required.

Ref	Policy/ procedure	Original text	Revised text	Reason
	electronic summons			
12	Contents page for Members' Welcome Pack	N/A	Add the following policies/procedures (strategy):  1. Communications Strategy 2. Dog Friendly Office Statement 2. IT Policy 3. Receipt of gifts Policy	1. To ensure that the policies reflect the Staffing Committee's recommendation to take on a further part-time employee, and taking into account the Internal Auditor's Action Plan. 2. To ensure compliance with the new Assertion 10 requirements. 3. To replace the previously agreed Sponsorship Policy in light of NALC's advice.
13	Data Audit Report 2025-2026	N/A	N/A	For GDPR/Assertion 10 compliance.
14	Dealings Between Staff and Members of the Public	N/A	N/A	Date change only.
15	Delegated Decisions by Officers	N/A	N/A	Date change only.
16	Deployment of Speed Data Recorder	N/A	Add: Broad Street to the Wood Street Village location	To ensure the policy accurately reflects the sites being monitored.
17	Dignity at Work	N/A	N/A	Date change only.
18	Disciplinary Procedure	Throughout the document:  References to "he/she" and "his/hers".	Amend to:  "They, them, their – as appropriate	To ensure compliance with HR and Equality laws.
19	Dog Friendly Office Statement	N/A	Newly created document.	H&S and in light of upcoming staff changes.
20	Duties of the Responsible Financial Officer (The Clerk)	N/A	N/A	Date change only.

Ref	Policy/ procedure	Original text	Revised text	Reason
21	Emergency Plan	<p>Page 4 – 2nd para point 2. “with the provision of sand bags and, if necessary, the provision of emergency rest centres”</p> <p>Page 7 Point 8 – 2nd para “The Guildford and Waverley Clinical Commission Group”</p> <p>Page 8 Point 11 – 1st sentence “In order to keep this plan up to date, contact lists will be revised as personnel changes occur. In addition, the plan will be reviewed every calendar year, by any member of the Parish Council to ensure that it adequately reflects the need of the community.”</p>	<p>Page 4 – 2nd para point 2. Amend to read “who would provide emergency rest centres”.</p> <p>Page 7 Point 8 – 1st sentence. At end of the sentence add in: (British Red Cross – 0808 196 3651).</p> <p>Page 7 Point 8 – 2nd para “NHS Surrey Heartlands Clinical Commission Group”</p> <p>Page 8 Point 11 – 1st sentence – Amend to read: “This plan will be reviewed ever calendar year to ensure that it adequately reflects the needs of the community.”</p>	<p>Page 4 – 2nd para point 2. Guildford Borough Council no longer provide sandbags.</p> <p>Page 7 Point 8 – 1st sentence. Additional details for the benefit of residents.</p> <p>Page 7 Point 8 – 2nd para update for accuracy.</p> <p>Page 8 Point 11 – 1st sentence – To reflect current practice. Contact details – Updated to reflect changes in Parish Members. Add hyperlink to all email addresses.</p>
22	Equality and Diversity	<p>Page 3 – Perceptive discrimination – “he/she has”</p> <p>Page 3 – Victimisation “he/she made”, “he/she is” and “he/she acted”</p>	<p>Page 3 – Perceptive discrimination – Amend to “they have made”</p> <p>Page 3 – Victimisation – Amend to “they made”, “they are” and “they acted”</p>	To avoid any perception of discrimination.
23	Event Application Form - Village Greens	N/A	N/A	No change required.
24	Event Guidance	N/A	N/A	No change required.
25	Event Risk Assessment Comprehensive Example	N/A	N/A	No change required.
26	Event Risk Assessment Blank Accessibility	N/A	N/A	No change required.
27	Event Risk Assessment Guidance Note and Form	N/A	N/A	No change required.

Ref	Policy/ procedure	Original text	Revised text	Reason
28	Exercise of Pension Discretions Regulation 60 – Local Government Pension Scheme (LGPS)	N/A	N/A	No change required.
29	Filming and Recording Meetings	N/A	N/A	Date change only.
30	Financial Regulations	N/A	N/A	Financial Regulations Approved 2025. No further changes required.
31	Financial Reserves	N/A	N/A	Date change only.
32	Financial Risk Assessment	1. Heading – Council Records – update office keyholders. Change “ordered”	1. Senior Groundsman and Groundsman to hold office keys – Amend to “obtained”. 2. Council Records Electronic – Add “For GDPR and Assertion 10 purposes, obtain 16 x Apple iPads March 2026.” 3. Election Costs – Add “Due to the LGR it is possible that election costs may escalate significantly. Increase the election costs budget as per the guidance provided by Guildford Borough Council in the 2027/2028 budget.” 4. Data Protection - Add “Consider using Breakthrough Communications as our DPA for GDPR/FOI purposes given the new Assertion 10 requirements. Carry out a Data Audit before 31 March 2026.” 5. Employer liability – Add “employment” before legislation. Also add “Seek mandatory employer training from Work Nest.” 6. Freedom on Information – Add “Consider seeking training and support from Breakthrough Communications.”	To comply with recent legislative changes.
33	Fixed Asset Register	N/A	N/A	Date change only.
34	Flood Plan	N/A	N/A	Date change only.
35	FOI Publication Scheme	N/A	N/A	Date change only.
36	Freedom of Information Act 2000	N/A	N/A	Date change only.

Ref	Policy/ procedure	Original text	Revised text	Reason
37	General Communications	1. Section H – 4th bullet point – “A list of Members of the Council with contact details (address, telephone number and Council email address)”	1. Delete the word “address” from this sentence.	Police advice. Safety for those serving in public office.
38	General Data Protection Regulations (Data Protection Act 2018)	Keith Dewey – Data Protection Officer DPA@datagrc.co.uk +44(0) 208 133 0242	Darren Briddock – Data Protection Officer hello@breakthroughcomms.co.uk +44(0) 1903 2999000	Worplesdon Parish Council is now using Breakthrough Communications to assist with GDPR requirements.
39	General Information	Page 1 – The Groundsman – “works on a Thursday and Friday”.	Page 1 – Amend to: “works on a flexible basis”.  Council Policies – add the following policies to the list:  <ul style="list-style-type: none"> <li>• Biodiversity Policy</li> <li>• Communications Strategy</li> <li>• Dog Friendly Office Statement</li> <li>• IT Policy</li> <li>• Receipt of Gifts Policy</li> </ul>	To reflect accurately current practices and current policies of the Council.
40	Grant Aid Application Form	N/A	N/A	No change required.
41	Grant Aid Guidance	N/A	N/A	No change required.
42	Grant Aid Policy	N/A	N/A	No change required.
43	Grievance Procedure	N/A	N/A	Date change only.
44	Health and Safety	N/A	N/A	Date change only.
45	Hiring of Parish Open Spaces	Point 5 – NICEIC Point 5 - ECA  Point 11 – “during or after hire period”.	Point 5 – After NICEIC include “(National Inspection Council for Electrical Installation Contracting). Point 5 – After ECA include “(Electrical Contractors Association).  Point 11 – Add the word “ the” between “after” and “hire period”.  Point 32. End the sentence with a full stop.	For clarity.
46	Honorary Freedom of the Parish	N/A	N/A	Date change only.

Ref	Policy/ procedure	Original text	Revised text	Reason
47	Internal Audit Procedures	<p>(d) "Cheque Payments File"</p> <p>1. Internal Auditor "Mulberry &amp; Co"</p>	<p>(d) Amend to "Payments File" (e) Add: "Payment List"</p> <p>Add: Additional Detection and Prevention of Fraud Measures (Officer responsibility)</p> <p>Online Payments Dual Authentication – Dual authentication is implemented for all online payments.</p> <p>Supplier Bank Account Details – The bank details for all new suppliers are double checked by email or phone calls direct to the firm before any payments are made.</p> <p>1. Amend to "Mulberry Local Authority Services Ltd"</p>	For accuracy.
48	Investment Policy	<p>A daily 'feed' or 'sweep' facility may be set up between the instant access account and the Council's primary current accounts.</p> <p>The Council will keep under review its position in relation to whether it qualifies for protection under the Financial Services Compensation Scheme (FSCS) and consider spreading the financial risk by placing investments with a number of different financial institutions to remain below the relevant qualifying.</p>	<p>Amend to: "A 'feed' or 'sweep' facility may be set up between the instant access account and the Council's current accounts, where relevant."</p> <p>3.4 The Council recognises that, due to the level of its annual income, it is no longer an eligible claimant under the Financial Services Compensation Scheme (FSCS) and deposits held by the Council are therefore not protected by the FSCS.</p> <p>The Council will manage financial risk through prudent treasury management arrangements. In particular, the Council has adopted a diversification approach to the safeguarding of public funds, including:</p> <p>a) maintaining accounts only with UK-regulated banking institutions authorised by the Financial Conduct Authority and/or Prudential Regulation Authority; b) holding funds across a number of separate banking institutions so as to reduce exposure to any single counterparty; c) monitoring balances held with each institution and taking reasonable steps to avoid excessive</p>	For accuracy.

Ref	Policy/ procedure	Original text	Revised text	Reason
			concentration of funds in any one institution; and d) periodically reviewing the security, liquidity and accessibility of all banking and investment arrangements.	
49	IT, Digital Communications and Devices Policy - Assertion 10	N/A	New policy.	Assertion 10 compliance
50	Land Management plans for: land leased to Worplesdon Parish Council (Village Greens)	<p>1. Page 2 "AFTER" on wrong page.</p> <p>2. Page 3 - White House Pond lease, Jacobs Well valid until 31 December 2030.</p> <p>3. Page 3 - The FA recommends replacing goal posts every "five" years. Amend text.</p> <p>4. The existing goal posts "to be removed September 2025". Amend text.</p> <p>5. The Brook "Twice per year removal all vegetation" Amend text.</p> <p>6. Land to the rear of Luxford Cottage - additional text required.</p> <p>7. Land Management Nevins Copse - Remove item 6 from the list.</p>	<p>1. Relocate the word "AFTER" to page 3.</p> <p>2. Page 3 - Will the new Unitary Authority be willing re continue leasing this pond to WPC... more importantly, does WPC want to renew this lease?</p> <p>3. Page 3 - The FA recommends replacing goal posts every "ten" years.</p> <p>4. Replace with: "The existing goal posts to be replaced 2030".</p> <p>5. The Brook "As frequently as required, to ensure the grille remains clear, remove all vegetation etc."</p> <p>6. Land to the rear of Luxford Cottage - additional text required as follows: "(Named after the late Mike Nevins – former Worplesdon County Councillor and Mayor of Guildford – who awarded a grant of £4,200 to enable the S16 application for an exchange of common land to be submitted to DEFRA by WPC).</p> <p>7. Land Management Nevins Copse - Remove item 6 from the list (Removal of corrugated iron roofing from copse - removed September 2025).</p>	For clarity and to reflect the decisions of the Parish Council.

Ref	Policy/ procedure	Original text	Revised text	Reason
51	Land Management plans for: land owned by Worplesdon Parish Council	<p>1.Common Land Coombe Lane - Village Sign and Noticeboards</p> <p>2. Notes for Coombe Lane - Delete "Residents are not permitted to mow the grass on the Perry Hill Farm side of the road at any time".</p> <p>3. Perry Hill Green - Posts/marker stones and Planting columns</p> <p>4. Perry Hill Green - Notes - next replacement "2023" update this text.</p> <p>5. Pitch Place Green - Planting - and Village Sign columns - add text.</p> <p>6. Wood Street Village Green - Planting column - add text.</p> <p>7. Wood Street Village Green Notes - Add text to pond notes.</p>	<p>1. Coombe Lane - Village Sign and Noticeboards - Add "N/A" to both columns.</p> <p>2. Replace text with "The current owner of The Ridings has been granted verbal permission to cut the grass on this side of the lane."</p> <p>3. Perry Hill Green - Posts/marker stones - Add "N/A" to this column. Planting - Add the following text "The eight planters on Perry Hill Green (including Coombe Lane) are planted up by Merrist Wood College students by agreement with Worplesdon Parish Council." to this column.</p> <p>4. Perry Hill Green - Notes update text in accordance with the current contract dates - next replacement "2028".</p> <p>5. Pitch Place Green - Planting column - Add the following text "By Worplesdon Parish Council only". Village Sign column - add "N/A".</p> <p>6. Wood Street Village Green - Planting column - add the following text: "By formal consent of Worplesdon Parish Council only".</p> <p>7. Wood Street Village Green Notes - Add the following text "De-silting planned for 2026/2027."</p>	For accuracy.
52	Leave Policy	<p>1.7 "her/his", "she/he", "her/his"</p> <p>2.1 (Technically, the Parish Council should pay time and a half for additional hours worked Monday - Friday, and double for weekends and Bank Holidays).</p> <p>11.1(f) he/she</p>	<p>1.7 Amend to "their", "they" and "their".</p> <p>2.1 " Revise the sentence to read, "The Parish Council has agreed to pay time and a half for additional hours worked Monday to Friday, and at weekends or Bank Holidays)".</p> <p>11.1(f) "they".</p>	For accuracy.
53	Management of Nevins Copse	Item 5 "Removal of corrugated iron roofing from copse - by end of September 2025"	Delete item 5 "Removal of corrugated iron roofing from copse - by end of September 2025".	Task completed.
54	Members/Officers Protocol	N/A	N/A	Date change only.
55	Photographic Consent Form	N/A	N/A	No change required
56	Pool Vehicle Policy	N/A	N/A	Date change only.

Ref	Policy/ procedure	Original text	Revised text	Reason
57	Precept (current) & explanatory note	N/A	N/A	Date change only.
58	Press/Media Protocol	N/A	N/A	Date change only.
59	Privacy Policy	N/A	N/A	Date change only.
60	Protocol for First Contact/Gypsy Traveller Incursions	Contacts - Gary Flitton and John Hockely	Update contact to nicholas.blackmore@surreycc.gov.uk	To ensure current contacts are up-to-date.
61	Retention of Documents	N/A	N/A	Date change only.
62	Schedule of Meetings for 2026	N/A	N/A	No change required.
63	Scheme of Delegation	N/A	N/A	Date change only.
64	Section 17 of the Crime and Disorder Act 1998	N/A	N/A	Date change only.
65	Snow Clearance	N/A	N/A	Date change only.
66	Social Media	<p>1. Para 1.1 - "Facebook, Instagram, and X"</p> <p>2. Para 1.1 - Delete this sentence: "Worplesdon Parish Council only uses Facebook for its social media platform"</p> <p>3. Para 2.2 - "We already do via our"</p> <p>4. Para 3 – bullet point 2 – "Clerk"</p> <p>5. Para 3.1 - "Delete "the Clerk and the Assistant Clerk"</p>	<p>1. Para 1.1 Add in "YouTube, Snapchat".</p> <p>2. Para 2.2 - Amend to read "We already share content online via" etc.</p> <p>3. Item 3 - bullet point 2 - Amend "Clerk" to read "Staff".</p> <p>4. 3.1 - Add "Communications &amp; Engagement Officer". Delete "the Clerk and the Assistant Clerk" replace with "and admin staff".</p> <p>5. Para 4.2 - Insert the following sentence immediately after the first sentence: "The Communications &amp; Engagement Officer may prepare social media content for publication; however, moderation, control of the account and final posting authority remains with the Assistant Clerk or Clerk to the Council.</p>	For clarity and to reflect the additional admin role to be appointed later this year.
67	Standing Orders	Section 18 and 19	Section 18 and 19 - accept previous tracked changes as agreed by the Full Council 6 November 2025 in accordance with the latest Model Standing Orders issued by NALC.	Date change only.
68	Statement of Intent - Community Engagement	1. Para 6.2 – Thames Water (Remove from list)	<p>1. Para 4.1 – Add "Surveys, where relevant" to the Bullet Point list.</p> <p>2. Para 6.2 – National Flood Forum (Add to list).</p>	For accuracy.
69	Statement of Intent – Training	Delete - "The Clerk will be expected to attend all relevant training days, whenever	Replace this text with - "All Officers of the Council" will be expected to attend training days which are relevant to their Office.	All officers are required to undertake appropriate training.

Ref	Policy/ procedure	Original text	Revised text	Reason
		possible. The Assistant Clerk"		
70	Strategic Business Plan 2023-2028	Various	Various updates to ensure the plan remains current.	For accuracy.
71	Terms of Reference – Planning/General Purposes and Finance Committee	1. Delete - "The Department for Levelling Up, Housing and Communities" 2. Spending limit £5,000	1. Amend to read "The Ministry of Housing, Communities and Local Government". 2. Spending limit £8,000.	1. For accuracy. 2. As per financial regulation 5.15(i)
72	Terms of Reference - Staffing Committee	1. Spending limit £5,000	1. Spending limit £8,000 2. Function of the Committee: Add the following to the list of functions:  "To consider any other staffing matters raised by staff, as and when required".	1. As per financial regulation 5.15(i) 2. For accuracy.
73	Training notes - What are Material Planning Considerations	N/A	N/A	No changes required.
74	Tree Policy	3.6 - "Unfounded fear of a tree (e.g. due to the height or size etc."  Appendix 2 - Tree Inspection Matrix - Amend to "Head Groundsman"	3.6 - Add "type" between "height or size".  Appendix 2 - Tree Inspection Matrix - Amend to "Senior Groundsman".	For clarification.
75	Unauthorised Encampments Policy	N/A	N/A	Date change only.
76	Useful phone numbers	Phone number - Adshel	New online contact email address.	To ensure information is up-to-date.
77	Work Related Stress Policy	N/A	Rewrite.	To include HSE Management in recognition of the recent changes to employment law.
78	Year End Procedure	Mulberry & Co	Mulberry Local Authority Services Ltd.	For accuracy.

## 2026-102 - Strategic Business Plan

It was agreed that a working party be established to run through the Strategic Business Plan in detail.

## 2026-103 - To review all Parish Council risk assessments

The Risk Assessments of the Council had been reviewed by the Assistant 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 Mitchell, seconded by Cllr R Watson, and unanimously **RESOLVED** that the following changes, in addition to the date and review date be approved and adopted.

**Table 2 – List of Risk Assessments**

List of amendments to Risk Assessments (RAs) 2026			
<u>All</u> RAs have had their dates of review and dates of approval updated.			
	Risk Assessment	Updates/Amendments <u>in addition</u> to those noted above	Reason
1	Armistice Service - War Memorial, Jacobs Well	Remove 'Clerk, Assistant Clerk, Chairman/Vice-Chairman, or'.	To reflect that the main wreath laying ceremony has been moved to Harry's Meadow for safety reasons.
2	Armistice Service - Harry's Meadow	Under 'What further action could be taken to reduce the risk?', 'Consider cancelling the public event if severe weather warnings issued' added.	If attending contravenes a 'do not travel' public broadcast then the event should be cancelled.
3	Brushcutter	Reference to 'Groundsman' added under 'Action to be taken by'.	To reflect current Groundstaff team.
4	<del>Chainsaw</del>	-	-
5	Common land - A323 Aldershot Road	Reference to chainsaw removed.	WPC no longer has any chainsaws.
6	Community Car Park, Wood Street Village	Under 'What further action could be taken to reduce the risk?', 'Bollards installed to prevent unauthorised vehicular access to the school field via the footpath' added.	To reflect the bollards installed by the school's grass cutting contractor who had previously damaged WPC property by driving a tractor up the footpath.
7	CSW/VAS/SDR	Reference to 'Bahram Assadi' replaced with 'Soe Hein'.	To reflect the change in staff at SCC.
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> ]	N.B. Clerk is overdue an eye test.	
12	(as Document 11) - VF	N.B. Assistant Clerk is overdue an eye test.	
13	(as Document 11) - HL	n/a	
14	Financial		

## List of amendments to Risk Assessments (RAs) 2026

All RAs have had their dates of review and dates of approval updated.

15	Fire - Council Chambers et al	Reference included to e-cigarettes included under 'Potential Hazard' heading.  'or more frequently, if necessary' added to section relating to removal or rubbish/debris from the office.	To reflect change in habits.  To reflect what occurs in practice.
16	Generic Land and Asset Management	Under 'What further action could be taken to reduce the risk?' the words 'Consider replacing glass with Perspex or perforated metal' have been added.  References to Head Groundsman removed and updated to reflect structure of Groundstaff team.  Inclusion of reference to the tree works being undertaken in accordance with the timescales prescribed in the annual tree report.	To reflect change in practice for replacing panels in bus shelters which are being damaged. To reflect Head Groundsman's retirement and the appointment of a new Groundsman.  To reflect best working practices.
17	Governance/Management	Point 3 - reference made to IT transition to Cloudy-IT. Point 9 - wording added under Management of Risk 'and include this reference on Scribe'. All references to Groundsman replaced with Groundstaff. Point 24 - Comment updated reference to fireproof cabinet which now refers to where the fireproof cabinet is located.	To reflect change due to occur 23/3/2026. To reflect current working practices.  To reflect current staffing structure. To reflect the purchase which took place 2 years ago.
18	Groundstaff	Under 'Benches' and 'What further action should be taken to reduce the risk?' the words 'Continue to monitor official advice re tree safety'.  Under 'Village Greens' and 'What further action should be taken to reduce the risk?' the words 'Tree works undertaken in accordance with tree report'.	To reflect best practice.  To reflect what actions are undertaken to mitigate risk.
19	Harry's Meadow, Jacobs Well	Under 'What further action could be taken to reduce the risk?' The words 'Tree works undertaken according to tree report'.	To reflect what actions are undertaken to mitigate risk.
20	HSE Manual Handling Guide	n/a	

## List of amendments to Risk Assessments (RAs) 2026

All RAs have had their dates of review and dates of approval updated.

21	Leafblower	<p>The words 'Groundstaff have' to be included in the opening paragraph.</p> <p>References to Staff to be amended to Staff/Groundstaff to allocate responsibility for Actions to be taken.</p> <p>Under 'Injury of isolated person' reference to be updated to 'At least one person in attendance to have undertaken first aid training'.</p>	To reflect changes.
22	Lone Worker	<p>Under 'Being assaulted by a member of the public', 'What further action could be taken to reduce the risk?' the words 'Life360 app to be installed on all WPC provided mobile phones'. In 'Action to be taken by', the word 'RFO' to be added.</p>	To reflect what actions are undertaken to mitigate risk.
23	Maypole, Wood Street Village	n/a	
24	Nevins Copse, Wood Street Village	<p>Under 'Injury of isolated person' reference to be updated to 'At least one person in attendance to have undertaken first aid training'.</p>	To reflect what actions are undertaken to mitigate risk.
25	Office [refers to Council Chamber and Office]	<p>Update the wording in 'Health of workers in the office environment' under 'What further action could be taken to reduce the risk?' to remove the reference to the workstation assessment so it now reads 'Workstation assessment undertaken for new office staff on starting, and for all staff annually, or earlier if their personal health circumstances dictate.'</p>	To reflect what actions are, and would be, undertaken to mitigate risk.
26	Playgrounds - Weekly Inspections	<p>Date of the DEFRA advice updated from 2022 to 2024.</p> <p>Under 'Needles/drug paraphernalia', include reference to 'Additional Kevlar gloves to be obtained for Groundstaff use'.</p> <p>Under 'Cutting back of overhanging bushes', include reference to 'If job to be undertaken by Contractors, ensure all Risk Assessments and insurance are in place and copies are provided to the office for reference.'</p>	To reflect actions taken to mitigate risk factors.

## List of amendments to Risk Assessments (RAs) 2026

All RAs have had their dates of review and dates of approval updated.

27	Recreation Ground, Jacobs Well	<p>Include reference to 'Tree works deemed necessary to be undertaken within the advised timescales', and, with reference to Oak Processionary Moths (OPM), 'Nests to be removed as soon as possible after they have been reported and confirmed'.</p> <p>Goalpost replacement date to be updated to 10 years [from 5] and 2030/2031 [instead of 2025/2026].</p>	<p>To reflect best practice and what actions are already undertaken.</p> <p>To reflect the change in advice from national bodies.</p>
28	Shipping Container	<p>Include reference to 'Annual COSHH assessment to be undertaken. Out of date COSHH items to be appropriately disposed of.'</p>	<p>To reflect best practice following online HSE training session and best practice.</p>
29	Street Sign Cleaning	n/a	
30	Work Related Stress	<p>Typo 'reported' updated to 'reporters'.</p> <p>Inclusion of '2026: 1 x Communications and Engagement Officer to be recruited'.</p> <p>Update reference 'BT remote IT support' to 'Cloudy IT'.</p>	
31	Works Vehicle	<p>Reference to 'Head Groundsman' to be changed to 'Senior Groundsman'.</p>	
32	Work Party Jacobs Well Moathouse Pond	<p>Reference to 'Peter Trevena' [as trained first aider] be amended to 'Andy Connor'.</p>	
33	Pond - Moat House Lane, Jacobs Well	<p>Remove reference to Head Groundsman and replace with reference to Senior Groundsman. Reference included to 'Tree works to be undertaken in accordance with timescales in tree report.'</p>	
34	Flood Forum Walkabout		
35	Pond - White House Lane, Jacobs Well		
36	Pond - Wood Street Village		
37	Work Party - Worplesdon Memorial Hall and Grounds Play Area	n/a	
38	Work Party - Jacobs Well Recreation Ground and Play Area	<p>Include 'Gloves to be offered to all work party attendees'. Amend reference of Peter Trevena to Andy Connor.</p>	<p>To update changes and best practice.</p>
39	Work Experience Student [<16 years old]	<p>Created in 2026 to reference work placement students attending Worplesdon Parish Council for work experience.</p>	

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40	Dogs in Parish Office	Created in 2026 to reflect established working environment.	
41	GDPR Data Processing	Created to reflect working practices.	

Meeting closed 20:35.

Signed:

Chairman of the Council

Date: 9 April 2026