

Strategic Planning & Policy Committee

Report of the Strategic Planning & Policy Committee meeting held on Tuesday 18th August 2026.

Present: Cllrs M Smith, V Armstrong, M Gillespie and C Ibbotson

Parish Council Manager: Miss J Leech

Assistant Parish Council Manager: Miss E Frost

1. Apologies for absence, if any
Apologies were received from Cllrs S Kinvig and K Pearce.
2. To receive disclosures of interest
There were no disclosures of interest.
3. To review the Terms of Reference
The terms of reference for 2026 were reviewed with amendments proposed. These would be recommended to the Parish Council for adoption.
4. To approve and sign the minutes of the meeting held 17th November 2025
The minutes of the meeting held 17th November 2025 were circulated prior to the meeting. It was resolved to approve the minutes, which were signed by the Chair as an accurate record.
5. Policies for review
The following policies were reviewed and:
recommended for adoption by the Parish Council
 - a. Social Media Policy, with amendments, following referral from Parish Council to review
 - b. IT Policy (duplicated in staff handbook)
 - c. Parish Council Safeguarding Policy, with amendment
 - d. Disclosure and Barring Service – Process and Guidance, with amendment

The documents would be uploaded to the Parish Council website and circulated as appropriate to staff for them to confirm that they have received and understood.

The CCTV Policy and Code of Practice would be brought back to the next meeting once additional information had been sought.

The Health and Safety Policy would be circulated to all members of the Committee for review before being brought back to the next meeting for discussion.
6. Risk Assessments
The following Risk Assessments were reviewed and:
recommended for adoption by the Parish Council
 - a. Fire Risk Assessment (Guardian) noting that remedial actions identified are currently being costed and actioned
 - b. Grounds Maintenance
 - c. Grounds Maintenance Cemetery

The documents would be uploaded to the Parish Council website and circulated as appropriate to staff for them to confirm that they have received and understood.

It was noted that the Main Risk Assessment, produced by Guardian, contained incorrect details which would be clarified before being brought back to the next meeting for review.
7. Date of next meeting
The date of the next meeting is to be arranged.