**SOUTH WOOTTON PARISH COUNCIL**

Minutes of the Meeting of the Policy Committee held at 7.00pm on

Wednesday 1st February 2023

at the Village Hall, Church Lane, South Wootton

**1. PRESENT:** Mr H Hofmeister, Mr D Price, Mr K Reynolds, Mr P Bland, Mr M Narborough, Mrs T Cornwell (Clerk) and Mrs M Kirby (Assistant Clerk)

**APOLOGIES:** Mr I Jordan and Mr A Evans

**2. MINUTES OF THE LAST MEETING:** 24th November 2022, these were proposed as a correct record by Mr Hofmeister, seconded by Mr Price with two abstentions, all other members were in favour, and they were signed by the Chairman.

**3. DECLARATIONS OF INTEREST:** None

**4. QUESTIONS FROM THE PUBLIC:** None

**5. To review the following Policies/Action Plans:**

Mr Hofmeister stated that all members had been provided with a copy of the various Policies/Action Plans and members confirmed that they had read through these prior to the meeting.

Bullying and Harassment Policy (New): Mr Hofmeister referred to the Bullying and Harassment Policy and explained that this was a new document, he explained that there had been one or two minor amendments, and with one query regarding the use of the term “Trade Union” all members were happy. **Mr Price proposed that the Parish Council accepts the Bullying and Harassment Policy; this was seconded by Mr Narborough with all members in favour.**

Maternity Policy:

Village Hall Asbestos Management Plan:

Disciplinary Procedure:

Grievance Procedure:

Mr Hofmeister confirmed that with one minor amendment to the Village Hall Asbestos Management Plan, all other Policies listed above were unchanged, With all members happy, **Mr Narborough proposed that the Parish Council accepts the Maternity Policy, the Village Hall Asbestos Management Plan, the Disciplinary Procedure, and the Grievance Procedure; this was seconded by Mr Reynolds with all members in favour.**

**6. To review the following Risk Assessments:**

Mr Hofmeister stated that all members had been provided with a copy of the following Risk Assessments. Members confirmed that they had all read through these prior to the meeting and had noted any amendments or additions.

Open Water Risk Assessment (New): Mr Hofmeister referred to the Open Water Risk Assessment and explained that this was a new document.

Mrs Cornwell confirmed that Mr Peter Lee had kindly agreed to put up the new Warning Signage and replace some of the missing Pond posts.

Mr Narborough stated that after visiting the Pond area, he had noticed that approximately ten additional posts would be required to replace some of the old loose posts towards the top of the track near to the cottages.

With all members happy, **Mr Hofmeister proposed that the Parish Council accepts the Open Water Risk Assessment; this was seconded by Mr Narborough with all members in favour.**

Mrs Cornwell explained that Mr Peter Lee has carried out quite a few jobs for the Parish Council recently and after requesting an invoice for the work, Mr Lee has said that he has lived in the Parish all of his life and he is happy to volunteer and do odd jobs.

Members wished to pass on their thanks to Mr Lee for the work he has carried out.

Pavilion Risk Assessment:

Village Hall Risk Assessment:

Parish Office Risk Assessment:

St Mary’s Churchyard Risk Assessment:

Cemetery Risk Assessment:

Bench Risk Assessment:

Village Green & Pond Risk Assessment:

Dog Bin Risk Assessment:

Allotments Risk Assessment:

Mr Hofmeister referred to the above list of Policies and stated that each of them had minor amendments.

Wootton Park Open Space Risk Assessment:

Bus Shelter Risk Assessment:

Grit Bin Risk Assessment:

Street Lighting Risk Assessment:

Mr Hofmeister referred to the above four documents and confirmed that there had been no amendments to these.

With all members happy with the various Risk Assessments and the highlighted amendments, **Mr Reynolds proposed that the Parish Council accepts the documents on block, this was seconded by Mr Narborough with all members in favour.**

Village Hall Structural Survey: Mrs Cornwell explained that following the retirement of Mr Bob Murray, Gemstone Building Surveyors had visited the Village Hall earlier in the day to carry out the Structural Survey, a report will be received in due course.

She stated that Fire Risk Assessments for the Village Hall and the Parish Office will be carried out later in the month.

There being no further business the Chairman closed the meeting at 7.15pm.

**7. Date of next meeting:**  Wednesday 3rd May 2023.

3rd May 2023 Chairman