

# ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

## M I N U T E S

18<sup>th</sup> FEBRUARY 2020

### GENERAL PURPOSES COMMITTEE MEETING HELD IN THE VILLAGE HALL AT 19:00

**Present:**

Councillor P Blakeley  
Councillor Mrs V Cordier (Chairman)  
Councillor Mrs Hardingham  
Councillor A Jones  
Councillor Ms H von der Holle

**In Attendance:**

Mrs Christine Gurr – Parish Clerk

**Apologies for absence (received and accepted):**

Councillor H Ogunfemi - Work commitment  
Councillor D Warrington - On holiday

*(To avoid possible disqualification under the 6-month rule, Councillors must provide a reason for non-attendance)*

**GP.20.01 Health & Safety Policy**

Members discussed the sample Health & Policy (produced by Hoo Parish Council) in conjunction with the KALC advice that it is 'Best Practice' to have such a policy even though the Parish Council has less than 5 employees and is not required by law to do so.

**Action/Comments Agreed:**

Members agreed that:

- As the Parish Council has numerous volunteers, it was advisable to produce a Health & Safety Policy which would be adapted from the sample examined;
- Agenda for February PC meeting.

**GP.20.02 Revision to Standing Orders**

Members reviewed the following documents in detail:

- Standing Orders – Adopted 28 April 2015
- NALC LO9-18: Model standing orders - amendment

**Action/Comments Agreed:**

- Recommend to full council that all the highlighted revisions are adopted;
- Agenda for February PC meeting.

**GP.20.03 Revision to Financial Regulations**

Members reviewed the following documents in detail:

- Financial Regulations – Adopted 28 April 2015 (Updated 12 July 2016)

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- NALC Guidance on the Model Financial Regulations Templates for England and Wales

**Action/Comments Agreed:**

- Recommend to full council that all the highlighted revisions are adopted;
- Agenda for February PC meeting.

**GP.20.04 Review of Fire Risk Assessment**

Members reviewed the following documents in detail:

- Kent County Council Inspection Services – Fire Risk Assessments:
  - Village Hall – dated 13/12/19
  - Pavilion – dated 10/12/19

**Action/Comments Agreed:**

Members agreed that the Actions/Recommendations in the reports be implemented as soon as practicable.

**GP.20.05 Review of Gator & Tractor Log Sheets**

Members reviewed the following log sheets:

- Tractor - 17/04/19 to 18/11/19
- Gator: 17/06/19 to 01/02/20

**Action/Comments Agreed:**

- Inspection sheets were approved;
- Agenda for April GP Committee meeting.

**GP.20.06 Review of Play Park Inspection Sheets**

Members reviewed the following inspection sheets:

- 30/09/19 to 07/02/20

**Action/Comments Agreed:**

- Inspection sheets were approved;
- Inspection sheets need to be revised to include space for daily comments in addition to completion of 'tick boxes';
- Agenda for April 2020 GP Committee meeting

**20:05** *There being no further business, the meeting was closed.*

Signed:



Date: 25/02/2020