

MINSTER PARISH COUNCIL

Minutes of the Meeting of the Operations Committee

held on Wednesday 17th December 2025 at 10.30am

At the John Spanton Sports Pavilion

Present; Cllrs. Quittenden, Fordyce, Crow-Brown, Jones.

Also present; Kyla Lamb (Clerk), Clare Wilsdon (Assistant Clerk).

290. APOLOGIES

Cllr Bates and Smith.

291. MINUTES

RESOLVED: that the minutes of the meeting held on 17th September 2025 be approved and signed.

292. MEMBERS INTERESTS

No declarations of interest were made.

293. CAR PARKS AND TOILETS

The Clerk reported that the new WRAS internal meter has been replaced. The reading will be compared to the external meter and reviewed and a query raised with our supplier if the readings continue to differ.

The power for the new CCTV cameras has been installed at the lamp post, with cameras being installed on 22 January 2026, clear CCTV signage will be in place to deter anti-social behaviour.

Cllr Quittenden reported that the gutters at the toilets required cleaning. The clerk will arrange this with the staff.

294. CEMETERY & CHAPEL

The Clerk reported that a cordless sander and oil has been purchased for refinishing the woodwork at the chapel and this will be carried out when the weather allows.

The T2 assessment for the cemetery extension is moving forward. We are required to provide details of average burials and interments.

The native hedging plants are all now planted around the new extension area. Cllr Jones trees have also been collected and planted.

295. ALL WEATHER PITCH REPLACEMENT MAT & LED FLOODLIGHT UPGRADE

The Clerk reported that Surfacing Standards Ltd are preparing the tender documents for the replacement mat requesting, two options; with or without a shock pad.

It was **AGREED** to arrange a meeting with the Executive headteacher of Minster School with the Clerk, Chairman and Operations Committee Chairman in the new year to discuss a formal written agreement for the use of the 3G pitch, to reflect their increased usage and funding expectations as they are moving towards academy status. These discussions will include the signing of the lease for the land formerly used as a tennis court.

296. PAVILION

The Clerk reported that the new shutters have been installed and the gutters have all been repaired.

Meeting closed at 10.50am

Chairman

Date

DRAFT

HEALTH AND SAFETY POLICY STATEMENT

MINSTER PARISH COUNCIL

The policy of our organisation **Minster Parish Council** is to provide and maintain a safe and healthy workplace by ensuring that work equipment is safe and that a safe system of work is provided for all of our employees. We will also provide suitable and sufficient information, instructions training and supervision as is necessary to ensure the health and safety of our employees and this shall include suitable and sufficient welfare, sanitary and working facilities as required.

All employees at **Minster Parish Council** have a duty to ensure that they work in a safe manner and that their acts or omissions do not cause harm to themselves or others in the vicinity. Employees will be encouraged to bring to the attention of the management any concerns regarding any health and safety issues.

Minster Parish Council recognises its duty of care towards others that are not in our employment. These people include visitors and contractors who have reason to come into contact with our business activities and premises. These persons will be given suitable and sufficient information and instructions to ensure their health and safety. The actions of visitors and contractors will be controlled in such a way so as not to cause harm to our employees or themselves.

Minster Parish Council also recognises the needs of those in our employment who carry out their duties on other sites such roadsides etc. These persons shall be assessed and they will comply with the necessary site inductions and procedures.

To ensure that the Policy is implemented and maintained so that **Minster Parish Council** keeps within the requirements of the **Health and Safety at Work etc Act 1974** the person named below will ensure that sufficient resources, both financial and physical are available so that the Policy and its arrangements can be implemented effectively.

We believe that this Health and Safety Policy complies with the requirements of the **Health and Safety at Work etc Act 1974** and will be subject to a regular review annually or when there are any significant changes.

Overall responsibility for health and safety at Minster Parish Council rests with:

Name:CLLR JOHN QUITTENDEN.....Position:CHAIRMAN

Signed: Dated:

MINSTER PARISH COUNCIL: CCTV

Reviewed May 2025

Introduction

This Policy is to control the management, operation, use and confidentiality of the CCTV systems in the Parish. A list of camera locations is held by the Parish Clerk.

This policy was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (revised 2008), and the 2013 Surveillance Camera Code of Practice guidelines following the introduction of the Protection of Freedoms Act 2012.

This policy will be subject to periodic review by the Parish Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

Minster Parish Council accepts that the General Data Protection Regulations (2018) has several underlying principles. These include that personal data:

- Must be processed lawfully, fairly and transparently.
- Is only used for a specific processing purpose that the data subject has been made aware of and no other, without further consent.
- Should be adequate, relevant and limited i.e. only the minimum amount of data should be kept for specific processing.
- Must be accurate and where necessary kept up to date.
- Should not be stored for longer than is necessary, and that storage is safe and secure.
- Should be processed in a manner that ensures appropriate security and protection.

Minster Parish Council recognises the key changes to legislation concerning data protection in relation to the General Data Protection Regulations (2018) are:

- Changes to how consent can be obtained from data subjects for the use of their data. For example, data subjects have to explicitly 'opt in' to allowing their data to be shared, and it must be made clear for what purpose their data is being used.
- Data subjects have new rights, such as data portability and the right to be forgotten.
- Data must only be used for the purpose it was gathered for and should be deleted when it is no longer needed for that purpose.
- Sanctions over sharing data outside the European Economic Area ("EEA") will be strengthened. This requires councils to ensure appropriate privacy safeguards are in place with organisations (e.g. a business hosting and maintaining the council's server) holding data outside the EEA or that the 'importer' of data is on a list of countries which the European Union has deemed to have adequate protection for citizens regarding data protection.

MINSTER PARISH COUNCIL: CCTV

- All councillors, Parish Clerk and other relevant staff must have suitable training and awareness as well as additional sources of guidance and support when required.
- Conducting Data Protection Impact Assessments (DPIAs) in order to design data privacy into any new systems and processes will often be mandatory e.g. if new technology is deployed, where there is processing on a large scale of 'sensitive personal data', or if profiling is performed which will have an impact on individuals.
- Councils and parish meetings can choose to appoint a Data Protection Officer.
- Data breaches must be reported (where this is required) to the ICO within 72 hours of the breach.
- A new principle of accountability puts the compliance burden on councils, requiring them to produce and maintain documents that demonstrate what actions have been taken to achieve compliance.

Minster Parish Council recognises the guidelines in the 2013 Home Office Code of Practice:

- Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need. The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
- There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
- There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
- Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
- No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
- Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes. (access log held at Council offices)
- Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
- Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.

MINSTER PARISH COUNCIL: CCTV

- There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
- When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
- Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

2. Statement of Purpose

To provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.

The scheme will be used for the following purposes:

- to reduce the fear of crime by persons within the parish, so they can enter and leave buildings and use facilities without fear of intimidation by individuals or groups
- to reduce the vandalism of property and to prevent, deter and detect crime and disorder
- to assist the police, the Parish Council and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of bye-laws
- to deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited throughout the Parish that are not hidden and signs on display.
- to assist all “emergency services” to carry out their lawful duties

3. Changes to the Purpose or Policy

A major change that would have a significant impact on either the purpose or this policy of operation of the CCTV scheme will take place only after discussion and resolution at full Council meeting.

4. Responsibilities of the Owners of the Scheme

Minster Parish Council retains overall responsibility for the scheme.

MINSTER PARISH COUNCIL (MPC)

OPERATIONS COMMITTEE

STANDING ORDERS & TERMS OF REFERENCE

- 1) The Operations Committee is a committee of Minster Parish Council.
- 2) All meetings shall be conducted in the manner as prescribed for Full Council meetings in the Minster Parish Council Standing Orders as in force at the time.
- 3) The following exceptions apply ;
 - i) The Committee shall consist of at least 4 members.
 - ii) To be quorate the meeting must have 3 members present.
 - iii) On the first meeting in an Election Year the Committee will review their Standing Orders and Terms of Reference. They will then report back to the next Full Council meeting on any changes they feel are necessary and ask for those changes to be ratified by Full Council.
 - iv) If at any time The Committee feel they need to make any changes to their Standing Orders and Terms of Reference. They will then report back to the next Full Council meeting on any changes they feel are necessary and ask for those changes to be ratified by Full Council.
- 4) The Committee will meet at least twice in a year.
- 5) The Committee shall elect its own Chairman and Vice-Chairman once a year on the meeting immediately after the May Annual Meeting of Full Council. In the event the meeting is unable to decide who to elect as Chairman then the matter will be referred to Full Council for them to make a decision.
- 6) The Committee can seek to co-opt any member of the public they think will be of benefit to the work of the Committee to sit as a member of The Committee. That person will not have voting rights on The Committee.
- 7) The Committee will formulate policies on behalf of the Council to enable the Clerk
 - a) To monitor everything concerning the physical environment of the area covered by MPC. This includes the recreation ground and all buildings and sports facilities/equipment thereon; the cemetery and grounds and all buildings thereon; the public toilets; the public car parks.
 - b) To monitor the implementation of agency agreements.
 - c) To make recommendations on staffing levels, training and equipment to enable staff to carry out their role effectively.
 - d) To monitor personnel issues including appraisals, and report to full council on staffing issues.
 - e) To monitor the condition of all buildings and equipment owned and operated by MPC and make to recommendations as to their regular maintenance and repair.
 - f) To monitor to maximize use and operation of the AWPS and make any recommendations it feels necessary to assist in the running of the facility.
 - g) To carry out a yearly review of all MPC assets that fall within the remit of Operations and make recommendations to Full Council on the costs anticipated in maintaining the assets. This review should be completed by

December each year so any anticipated spend can be included in budget deliberations by Full Council.

- h) To draw up a regular maintenance schedule for grounds, equipment and buildings covered by Operations and make periodic checks to ensure the schedule is adhered to.
- 8) Should any member of the Committee notice any damage to an asset of MPC that is either deliberate or accidental then they should immediately report the matter to the Clerk so repairs as per MPC Policy can be arranged.
- 9) The Clerk will keep a record of all outstanding matters on behalf of the committee. Each outstanding matter will have a record made of all calls made, letters or emails sent/received etc.
- 10) The outstanding matters list will form a standing agenda item for each meeting until the matter is closed.
- 11) In the event that decisions by this committee result in a recommended spend exceeding £1000 cumulatively, they will be referred to the finance committee prior to consideration at Full Council.