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Minutes of the Procedures Review and Health & Safety Committee meeting

held at 19:30 hours on Thursday 27th June 2024, in the Parish Office.

Public Open Forum - 5 minutes maximum

None present

In attendance: Gail Gregory (minute taking); Allan Mills; John Beswick, Chris Haycock; Pat Alker; Kenneth Ingram.

1. To elect a Chair and Vice Chair

Cllr Allan Mills was elected Chair, Cllr. Gail Gregory was elected Vice Chair.

2. Receive apologies and record absences.

Apologies had been received from Mary Booth and Graham Payne

3. To record any declarations of interest.

There were none.

4. To receive and confirm the minutes of the Health & Safety meeting held on Tuesday 6th February 2024 and of the Procedures Review meeting held on 25th January 2024 (last minutes of each committee before amalgamation.

These had been received ahead of the meeting. They were accepted as a true and accurate record: H&S proposed Cllr Alker, seconded Cllr Mills.

PRC proposed Cllr Ingram, seconded Cllr Haycock, approved by all.

5. To consider any matters arising not elsewhere on the agenda.

Any matters arising were on this agenda.

6. To receive draft Terms of Reference for the new committee and discuss.

These were proposed by Cllr. Ingram, seconded Cllr Beswick and approved by all.

7. To receive reports on 5 year electrical inspection and Fire Alarm checks

We have used an electrician new to us, Rob Soutar, who has never worked on the site before. He was very thorough indeed and at great pains to familiarise himself with the system and its challenges.

All who met with him were impressed with his efficiency and attention to detail and we would like to appoint him a Preferred Contractor. This will also make future work easier as he will be assessing/improving against his own work. He has now completed all improvements and has signed off all the work.

The routine for doing Fire Alarm checks broke down when CSO left so Chair/Vice Chair have been completing them during the week when they are in the Office wherever possible. We need to re-establish the routine and it is hoped that an appointment will help with this. No issues have been noted during any of the checks.

8. To set dates for the next Risk Assessment Inspections and consider any actions required following recent inspections for:

- The Grosvenor Centre (Fire and General)

  Grosvenor Fire: hatching still awaited; 5YFI recommendations will be completed ASAP.

  General: suggested replacement taps; issue with BK boiler display; cable trunking needs fixing in SK.

- The Handyman Store/Container/Cellar – all done early April, no major issues found anywhere.
- Play Area – Graham Symons did these and found no issues of concern but vandalism was reported shortly afterwards and the issues raised have been repaired.

It was agreed that the next round of inspections would be week commencing 15th July and the one following week commencing 7th October.

9. To consider adding the Grosvenor Car Park and surrounding public access areas around the Grosvenor Centre and Parish Office to the Grosvenor Risk Assessment in relation to gritting and salting during inclement winter weather

This was discussed. It was agreed to defer this to next meeting to enable further research to be undertaken.

10. To receive the NALC Model Financial Regulations and agree how to action these.

It as agreed that Cllr Gregory plus Cllr Booth if available would work on this as the new Model was quite substantially different in format and it is important to mirror this.

11. To receive recommendations regarding the Metal Detecting Policy (review date July 2024) and the Communications & Engagement Policy (review date March 2023)

It was agreed that the Metal Detecting policy needed date updating only.

Cllrs Haycock, Gregory, Beswick, Ingram and Alker will set up a small sub group to look at this once the Financial Regulations work has been done.

12. To agree the date and time of the next meeting

Thursday 24th October 7.30pm.

Meeting closed: 8.11pm.

Health & Safety.

Gnosall Parish Council intends to adequately control risks to the health and safety of all parishioners and visitors to the parish that may be adversely affected by its assets, actions or inactions. The control of such risks is the responsibility of all Gnosall Parish Councillors and Gnosall Parish Council staff.

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