



Gnosall Parish Council

(including the wards of Moreton & Knightley).

Minutes of the meeting of the Health & Safety Committee

held at 19:30 hours on Tuesday 17th October 2023 in the Parish Office.

Present.

Councillor Mills (Chair); Councillor Alker & Councillor Payne, together with the Council Support Officer (CSO), Stu Ridgewell.

Public Open Forum.

No members of the public were present.

1. To Receive Apologies and Record Absences.

Apologies were received and accepted from Councillor Gregory and Councillor Powell.

2. To Record any Declarations of Interest.

Councillor Alker declared an interest as a family member is a Library volunteer.

3. To Receive and Confirm the Minutes of the Meeting Held on Tuesday 18th July 2023.

The minutes were approved as a true and accurate record.

4. To Receive a Report on Fire Alarm Checks.

The CSO reported that, following changes to staff and routines at the nursery, fire alarm checks were now being conducted weekly on a Thursday morning.

5. To Receive the Risk Assessment for the Placement of Lights on the Parish Christmas Trees.

Councillor Mills circulated a hardcopy of the proposed risk assessment for Christmas Lights Installation to all persons present.

Resolution: The content of the assessment was discussed and unanimously agreed.

Councillor Mills added that the assessment would be accompanied by a generic risk assessment for the use of ladders, which he would circulate to the committee subsequent to the meeting for members information.

6. To Receive the Risk Assessment for the Christmas Tree Lights Switch-On Event.

Councillor Mills circulated a hardcopy of the proposed risk assessment for Christmas Lights Switch-On event to all persons present.

Resolution: The content of the assessment was discussed and unanimously agreed.

7. To Receive an Update on the Conduct of the Play Parks Risk Assessments.

Councillor Mills stated that he had received a update from the Clerk that the Play Park Inspections were up-to-date and that the office had received all the paperwork from Roger Greatrex.

8. To Consider any Recently Completed Risk Assessments for:

- **Handyman's Store.**

Councillor Mills stated that he had recently conducted the risk assessment and that identified issues had now been resolved. He added that an airbrick had now been installed in the Handyman's Store, to provide ventilation for the Christmas tree batteries, which had now been moved back into the store, away from the work area.

- **Cellar & Container.**

Councillor Mills stated that the assessments were not due until December, but he would complete them in November, ahead of schedule.

- **Grosvenor Centre.**

Councillor Payne reported that he had completed the latest assessment of the Grosvenor Centre that day, together with Councillor Alker. Some minor issues were evident that warranted rectification:

- i. The hot water tap in the disabled toilet is still sticking open.
- ii. The door to the disabled toilet now catches on the floor tiles and cannot be fully opened.

9. To Receive an Update on Maintenance Works.

The CSO reported that of the few outstanding works identified, most were in hand and there were no serious matters outstanding.

10. To Consider a Review of the Grosvenor Centre Conditions of Hire.

This item had been included at the request of Councillor Gregory. The item was deferred until to next meeting to allow Councillor Gregory to report on it.

11. To Consider a Review of the Tree Management Policy.

This item had been included at the request of Councillor Gregory. The item was deferred until to next meeting to allow Councillor Gregory to report on it.

12. To Agree the Date and Time of the Next Meeting.

Before the date of the next meeting was discussed, Councillor Alker said that the Library had undergone an inspection from the County Council in August, and that some issues for rectification were identified. Councillor Mills requested that a copy of the report be forwarded to him for review, before any action was taken.

The next meeting was agreed as being at 19:30 hours on Tuesday 6th February 2024, in the parish office.

The meeting was closed by the Chair at 20:12 hours.