



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 18th July 2023 in the Parish Office.

Present.

Councillor Mills (Chair); Councillor Gregory; 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 Elect a Chair and Vice-Chair.

Councillor Mills was proposed and seconded as the Grosvenor Centre Committee Chair for the current civic year, 2023-24. Councillor Mills was happy to accept the position and was unanimously elected by those present.

Councillor Gregory was proposed and seconded as the Grosvenor Centre Committee Vice-Chair for the current civic year, 2023-24. Councillor Gregory was happy to accept the position and was unanimously elected by those present.

2. To Receive Apologies and Record Absences.

Councillor Powell was not present.

3. To Record any Declarations of Interest.

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

4. To Receive and Confirm the Minutes of the Meeting Held on Tuesday 18th April 2023.

The minutes were approved as a true and accurate record.

5. To Receive a Report on Fire Alarm Checks.

Councillor Gregory reported that weekly checks were being conducted, together with the CSO and Nursery staff.

6. To Consider Risk Assessments Recently Completed for:

- the Grosvenor Centre (Fire and General), and
- the Handyman Store.

An update was provided by Councillor Gregory for the Grosvenor Centre (Fire and General) and Councillor Mills for the Handyman Store.

The following were noted:

- i. boxes of quarry tiles, a bag of textiles and mopheads were still in the chair store that should be stored elsewhere.
- ii. The tap for the handbasin in the Grosvenor Centre disabled toilet is leaking.
- iii. Signs needed to be added to both the Christmas Decorations cupboard and the PRow Group locker in the Handyman store to indicate whether or not the contents are flammable or not.

Action: The CSO agreed to address the above issues.

7. To Receive an Update on Maintenance Works.

The CSO provided an update regarding progress with maintenance works.

8. To Review the Following:

Play Parks Risk Assessment Template.

It was questioned whether or not the Play Park Risk Assessments were being conducted and an update from former councillor, Roger Greatrex, was requested.

The template was unanimously approved by all present.

Risk Assessment Policy.

It was noted that the policy was adopted in November 2022. It was agreed, following review, that the policy next be reviewed in July 2026.

Revised Risk Assessment for the Grosvenor Centre.

The revised Risk Assessment was unanimously approved by all present.

9. To Consider a Review of the Risk Assessments for the Placement of Lights on the Parish Christmas Trees and for the Christmas Tree Lights Event.

Action: Councillor Mills agreed to compile Risk Assessments for the placement of lights on the Parish Christmas Trees and for the Christmas Tree Lights Event.

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

The next meeting was agreed as being at 19:30 hours on Tuesday 17th October 2023, in the parish office.

It was requested that an update on the conduct of the Play Parks Risk Assessments, Review of the Grosvenor Centre Conditions of Hire and the Tree Management Policy feature on the next Agenda.

The meeting was closed by the Chair at 20:18 hours.